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ABSTRACT

An English function catalog and rolebooks are presented as part of the communication/language objectives-based system (C/LOBS) that supports the front-end analysis efforts of the Defense Language Institute Foreign Language Center. The C/LOBS project, which is described in 13 volumes and an executive summary, functions as a subsystem of the instructional systems development approach currently in use in the TRADOC school system. C/LOBS was designed to develop a systematic set of procedures for determining terminal skill objectives and their supporting enabling objectives for foreign language training. Five job/duty positions and three languages were selected for field testing and system validation. The "Function Catalog for English" presents a list of common American English sentences, patterns and phrases used to accomplish each function with the six function categories. The "Rolebooks for English" provide information relating to the social dimensions of the language. The rolebooks indicate differences in the style, tone, and formality of the language used in different job situations. It is an assumption of the system that in any conversational exchange in the target language the jobholder's language behavior can be assigned to one of the six technical roles presented. The jobholder's choice of structures and vocabulary items will reflect the difference in roles. (SW)

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METHOD FOR DETERMINING LANGUAGE OBJECTIVES AND CRITERIA

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ENGLISH FUNCTION CATALOG AND ROLEBOOKS

A study conducted under contract number
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METHOD FOR DETERMINING LANGUAGE OBJECTIVES AND CRITERIA

VOLUME IV: ENGLISH FUNCTION CATALOG AND ROLEBOOKS

Contract Monitor

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This volume presents (1) American English language elements (sentences, phrases, patterns) organized by Language Functions and Functional Categories (2) Rolebooks giving utterances in six Technical Roles for three Functional Categories in three modes of conversation.

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Introduction

This volume contains: (1) the Function Catalog for English and (2) Rolebooks for the six Technical Roles for English. Each of these is presented as an example of a system component for the benefit of readers not familiar with any of the target languages (Iberian Spanish, Mandarin Chinese, and Russian) used in developing the system.

The Function Catalog presents a list of common American English sentences, patterns and phrases used to accomplish each function within the six Function categories. What appears here is not intended to be an exhaustive list of every possible way to express each function; instead it presents a range of expressions and/or structures in common use. It provides an adequate sample of the language from which the language requirement for a typical military job position would be drawn.

It should be noted that the function catalog for a language is intended as a resource for developers of instruction rather than as a teaching tool itself. Most functions are presented with several alternative modes of expression. The developer would chose from these in creating courses and materials; they would not themselves constitute a corpus of material to be learned in any particular course.

The Function Catalog for English may be used to provide examples and guidelines when developing function catalogs for other languages. However, the developer should always keep in mind that elements do not translate directly from language to language. For any one function, one language may contain more or fewer elements than another. The expressions and vocabulary items may be exact translations; more frequently, they will be approximate equivalents or simply utterances which serve the same purpose but which do not translate at all.

The Rolebooks for English provide information relating to the social dimensions of the language. The rolebooks indicate differences in the style, tone, and formality of the language used in different job situations. It is an assumption of the system that in any conversational exchange in the target language the jobholder's language behavior can be assigned to one of the technical roles presented here. The jobholder's choice of structures and vocabulary items will reflect the difference in roles.

The developer uses the rolebooks to establish the style and tone of the language to be incorporated into target language instruction after the appropriate functions and functional elements have been selected from the Function Catalog.

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Function Catalog for English

The following is a catalog of American English sentences, phrases, and structural patterns which can be used to express each of the language functions. The catalog provides samples, called "functional elements", of the different ways that a function can be expressed; the lists are intended to be representative rather than exhaustive.

The functional elements appear in three forms:

(1) single sentences: "There's a lot of red tape involved" (2.12.1 Report, express, or inquire about difficulty)

(2) phrases: "Best wishes" (5.9 Express and receive congratulations)

(3) structural "strings": "It seems to {me / us} that + S" (2.13 Report, express, or inquire about belief or opinion)

The presentation of elements in "strings" or patterns allows greater flexibility of expression since many utterances can be generated from a single string. This flexibility greatly increases the power of the catalog, but it allows the production of some utterances that may not fit the function at hand. Therefore, each new sentence generated from a string within a function should be checked against the following standards:

- Is it grammatically correct?
- Does it accomplish the purpose of <u>this</u> function?
- Is the vocabulary appropriate to the structure and the function?

<u>Key to Symbols</u>

The following key will assist the reader in interpreting the "shorthand" symbols used to list elements in the catalog.

ADJ = adjective

ADV = adverb

BE, DO, CAN = any verb, in capital letters and underlined. This indicates that the proper conjugated form of the verb is to be substituted.

NP = noun phrase, including common nouns, proper nouns, pronouns, and their dependent structures. e.g. "the efficient soldier"
"the route he selected"

VP = verb phrase, verb

POSS = possessive

PREP = preposition

NEG = negative form: "no", "not", "n't", "un___", "non___".

S = sentence

EX: = example sentence

if, that = indicates that a vocabulary item has been used to label a grammatical form. The particular vocabulary item, e.g., that, may not appear in every utterance of the grammatical form it names. For example, "whether" may appear instead of "if" in an if-clause, or "that" may be deleted or replaced by another relative pronoun.

{ } = pick one from this set; one (and only one) item listed in the brackets must be included.

∅ = null set; no additional utterance.

() = optional: the item within the parentheses may be included or left out.

FUNCTION CATALOG FOR ENGLISH

1.0 SEEK AND IMPART FACTUAL INFORMATION

1.1 identify objects, persons, processes

.1 DEMONS PRO + BE + NP
(this, that, these, those)

EX: Those are the required forms.

.2 DEMONS ADJ + NP + BE + NP
(this, that, these, those)

EX: This office is the general's.

.3 SUBJECT PRONOUN + BE + NP
(he, she, it, we, they, you, I)

EX: He is the officer in charge of this project.

.4 DECLARATIVE SENTENCES which define or point out--frequent use of the verb BE--including definitions by negative examples.

EX: This is a virus, not a bacterium.

.5 NP + PREP + NP + VP

EX: The man in the green coat is coming our way.

.6 NP + BE + NP + PREP + NP

EX: Mrs. Roberts is the tall woman with the tan suitcase.

.7 NP + ADV

EX: The one over there.

.8 Not + NP; NP

EX: Not that one; this one.
Not theirs; ours.

.9 An example of + {NP / Ving} + BE + {NP / Ving}

EX: An example of a mammal is an elephant.

.10 {NP / Ving} + BE + (NEG) + an example of + {NP / Ving}

EX: A bird is not an example of a mammal.

.11 {NP / Ving} + BE + (NEG) + {(almost) the same as / just like} + {NP / Ving}

EX: Jogging on a track is just like jogging outside.

.12 {NP / Ving} + {includes / subsumes / is a part of / is a step in} + {NP / Ving}

EX: Disassembly is a part of cleaning a rifle.

.13 {NP / Ving} + DO + (NEG) + {include / subsume} + {NP / Ving}

EX: Pioneer cooking equipment did not include matches.

.14 {NP / Ving} + BE + (NEG) + {a part of / a step in} + {NP / Ving}

EX: The fly-by-wire control is a part of the navigation system.

.15 NP + BE + (NEG) + used + {VP / as + NP / for + Ving}

EX: A splint is used to hold the broken limb stationary.

.16 ORDINAL and CARDINAL NUMBERS

EX: Step One in the process is to empty the firing chamber.

.17 NP + BE + {called / named} + NP

EX: This gizmo is called the firing pin.

1.2 state factual information

.1 declarative sentences, including use of all tenses, subordinate clauses, conjunction (see notions--logical relationships), and negative declarative sentences with not, never, no, no one, nothing.

.2 INTRODUCTORY PHRASE + that + S

EX: {I am pleased to report / I would like to report / It has come to my attention / I have been informed} + that + S

1.3 seek factual information

.1 INTERROGATIVE SENTENCES--yes/no questions--with inverted subject/verb order or the use of the auxiliary DO

EX: Did the shipment arrive on time?

.2 DECLARATIVE SENTENCES with question intonation pattern

.3 QUESTION WORD SENTENCES with: whose.....?
where.....?
when.....?
why.....?
what.....?
which.....?
who.....?
how + { ø? / much....? / often...? / big.....? / etc. }

.4 DECLARATIVE SENTENCE + QUESTION TAG

EX: You took it back, didn't you?

.5 { Please tell me / Could you tell me / I need to know } + about + { S / NP }

2.0 REPORT, EXPRESS OR INQUIRE ABOUT INTELLECTUAL ATTITUDES

2.1.1 report, express or inquire about agreement

report:

.1 (NP + { SAY + (that) / TELL + NP + (that) / ASK if }) + NP + AGREE + { ø / that + S / with + NP }

EX: I told her that you agreed with us.
Emma agrees with the commander s decision.

express:

.2 { I / We } agree + { ø / that + S / with + { NP / S } }

EX: I agree that we should go.
I agree with Col. Markert.

.3 Agreed.

.4 Of course.

.5 Yes.

.6 Yes + short declarative sentence.

EX: Yes, I think so.

.7 Certainly.

.8 Affirmative short answers.

EX: Yes, it is.

.9 NP + BE + { correct. / right. }

EX: Frank is right.

.10 That's it!

.11 True.

.12 Exactly.

.13 Okay.

.14 Certainly.

inquire about:

.15 DO + (NEG) + NP + (agree + (∅ / with + (NP / S) / that + S) / think so (too)) ?

EX: Don't you agree with what he says?

.16 Okay?

.17 Right?

.18 (BE + NP + (saying (that) / asking if) / DO + NP + (say + (that) / ask if)) + NP + AGREE + (∅ / with + (NP / S) / that + S) ?

EX: Are you saying you agree?

2.1.2 report, express or inquire about disagreement

report:

.1 (NP + (SAY + (that) / TELL + NP + (that) / ASK + (NP) + if)) + NP + DO + NEG + agree + (∅ / that + S / with + (NP / S))

EX: Amy says he didn't agree with her.
Ralph doesn't agree with Harold.

express:

.2 (I / We) + (DO + NEG / CAN + NEG / WILL + NEG) + agree + (∅ / with + (NP / S) / that + S)

EX: I can't agree with you.
I won't agree that it should be done.

.3 (I / We) + disagree + (∅ / with + NP / that + S)

.4 (I / We) + don't think + (so / that + S)

.5 NP + BE + (incorrect / wrong / not true)

EX: That's wrong.

.6 NP + (must) BE + (mistaken / misinformed / confused)

EX: You are mistaken.

.7 NP + CAN + NEG + be + (true / right) !

EX: That can't be right!

.8 Ridiculous!

.9 Absurd!

.10 Wrong!

.11 DO + NEG + NP + (agree + (∅ / with + (S / NP) / that + S / think so (too))) ?

EX: Don't you agree?

.12 DO + NP + disagree + (∅ / with + (NP / S) / that + S) ?

EX: Do you disagree?

2.2.1 report, express or inquire about an offer

report:

.1 NP + SAY + (that) + NP + WILL + VP

EX: Sally said she'd do it.

.2 NP + OFFER + (NP / VP / to)

EX: Mary Ann offered to help out.

express:

.3 (Can / May / Shall) + (I / We) + (VP / help + NP) ?

EX: May I help you?

.4 {If it's okay with / If it's a help to / If it would be helpful} + NP + {I / We} + CAN + {find out about + NP / look for + NP / send + NP + NP / get + NP / ask about + NP / discuss + NP + with + NP}

EX: If it's okay with you, we can send you one.

.5 {I / We} + BE + {at your disposal / ready to do what I/We can / at your service}

.6 {Keep / Take / Have} + NP

EX: Keep a copy.

.7 I'd like to give you + NP

inquire about:

.8 Is that an offer?

.9 {BE + NP + {saying (that) / asking if} / DO + NP + {say (that) / ask if}} + NP + {CAN / WILL} + VP?

EX: Did they say that they will provide accommodations?

.10 BE + NP + offering to + VP?

EX: Are you offering to pick up the pears?

2.2.2 report, express or inquire about declining an offer

report:

.1 (NP + {SAY + (that) / TELL + NP + (that) / ASK + (NP) + if / REPORT + (that)}) + NP + {WILL / DO} + NEG + VP

EX: Mike told me that he won't need it.

.2 (NP + {SAY + (that) / ASK + (NP) + if / TELL + NP + (that)}) + NP + DECLINE + {Ø / the offer}

EX: She declines.

express:

.3 No, thank you.

.4 That + {won't help / is not necessary}

.5 It's too + {late / early / ADV}

.6 {I'm / We're} + very grateful but + {I / we} + don't (really) + {need it / want it / have a use for it}

.7 Don't + {bother / go out of your way}

.8 I must decline.

.9 Don't you want + {NP / me + VP} ?

.10 BE + NP + {declining / turning down / refusing} + POSS + {offer / help} ?

2.2.3 report, express or inquire about accepting an offer

report:

.1 NP + ACCEPT + the offer

EX: Jane accepted the offer.

.2 NP + {SAY + (that) / ASK + (NP) + if / TELL NP + (that)} + NP would be {happy / glad} + {VP / have NP}

EX: Bill said he'd be glad to have a ride.

.3 Thank you (very much).

.4 Yes, please.

.5 That will be + {very nice / a big help}

.6 You are very + {thoughtful / kind / helpful / considerate}

.7 That's very + {kind / helpful / considerate / thoughtful} + (of you)

.8 DO + NP + want + {NP / NP + VP} ?

EX: Do you want her to make a copy for you?

.9 {DO + NP + accept / BE + NP + accepting} + {NP / POSS + NP} ?

EX: Did he accept our offer?

.10 Okay?

2.3.1 report, express, or inquire about remembering

report:

.1 NP + REMEMBER + {∅ / NP / Ving}

EX: The sergeant remembered you from Basic.

.2 NP + {ASK + (NP) + if / SAY + (that) / TELL + NP + (that)} + NP + REMEMBER + NP

EX: Gilda says she remembers you well.

express:

.3 {I / We} + {remember / recall} + {∅ / NP / Ving / that + S}

EX: I remember filling out that request form.

.4 NP + COME + to mind

.5 Oh, yeah!

.6 Now I remember.

.7 Of course!

.8 NP + REMIND + {me / us} + {∅ / of + NP / that + S / VP}

EX: Bathing suits remind me of summer.

inquire about:

.9 DO + NP + {remember / recall} + {NP / Ving + (NP) / S} ?

.10 DO + (NEG) + NP + remind + NP + {of + {S / NP} / that + S / VP} ?

EX: Doesn't Fred remind you of my brother Sam?

.11 DO + NP + come to mind?

2.3.2 report, express or inquire about forgetting

report:

.1 NP + {FORGET / DO + NEG + remember} + {∅ / NP / VP / that + S}

EX: Freida forgot her galoshes.

.2 NP + {SAY + (that) / ASK + (NP) + if / TELL + NP + (that) / REPORT + (that)} + NP + FORGET + {∅ / NP / VP / that + S}

EX: The newspaper reported that the elephant forgot.

express:

.3 {I / We} + FORGET + {∅ / about + {NP / Ving + (NP) / S} / that + S / VP}

EX: I forgot about going to the movie.

.4 {I / We} + DO + (NEG) + {remember / recall} + {if + S / ∅ / NP / that + S}

EX: We didn't remember that class starts tonight.

.5 {I / We} + LEAVE + NP + (PREP + NP)

EX: I left my appointment book at home.

.6 NP + SLIP + {my / our} + mind.

EX: It slipped my mind.

.7 It's on the tip of my tongue.

.8 What a bad memory I have!

.9 I didn't even think of it!

.10 {I / We} + CAN + NEG + remember + how + VP

EX: I can't remember how to code that data.

inquire about:

.11 DO + NP + forget?

EX: Did you forget?

.12 HAVE + NP + forgotten + {∅ / VP / NP / that + S} ?

EX: Have you forgotten to clean your footlocker?

.13 DO + NEG + NP + even think of it?

EX: Didn't you even think of it?

.14 NP + DO + NEG + even think of it, + DO + NP?

EX: You didn't even think of it, did you?

.15 DO + NP + forget + {∅ / VP / NP / that + S}

EX: Did you forget?

.16 {CAN / DO} + NEG + NP + {remember / recall} + {∅ / VP / NP / that + S} ?

EX: Don't you remember the time Sam drank half a keg by himself?

2.4.1 report, express or inquire about possibility

report:

.1 (NP + {SAY (that) / TELL + NP + (that) / ASK if}) + NP + BE possible + {∅ / VP / that + S / for + S}

EX: Arnold said it's possible to see a rainbow after a shower.

express:

.2 NP + BE + {feasible / possible / probable / likely} + {∅ / that + S}

EX: It's possible that he is already here.

.3 (It) could be + {NP / ∅ / that + S}

EX: Could be Joe.

.4 Possibly.

.5 Probably.

.6 More than likely.

.7 Perhaps + S

.8 Maybe + S

.9 NP + will probably + VP

.10 I'll bet + S

inquire about:

.11 Is it + {possible / probable / likely / feasible} + {∅ / that + S}?

.12 Could it be + {∅ / that + S / possible that + S} ?

.13 Would it be possible + VP?

2.4.2 report, express or inquire about impossibility

report:

.1 $\left(NP + \left\{\begin{matrix}\underline{SAY} + (that)\\ \underline{TELL} + NP + (that)\\ \underline{ASK} + if\end{matrix}\right\}\right) + NP + NEG + \underline{BE} + possible + \left\{\begin{matrix}\emptyset\\ VP\\ \underline{that} + S\\ \underline{for} + S\end{matrix}\right\}$

EX: Somebody said it wasn't possible.

express:

.2 $NP + \underline{BE} + NEG + possible + \left\{\begin{matrix}\emptyset\\ \underline{that} + S\end{matrix}\right\}$

EX: That's impossible.

.3 NP + CAN + NEG + be + (done)

EX: It can't be done.

.4 $NP + \underline{BE} + \left\{\begin{matrix}not\ likely\\ impossible\\ not\ feasible\end{matrix}\right\} + \left\{\begin{matrix}\emptyset\\ VP\\ \underline{for} + S\end{matrix}\right\}$

EX: It's impossible for the part to be delivered.

.5 Impossible!

.6 Ridiculous!

.7 Forget it!

inquire about:

.8 Is it impossible + $\left\{\begin{matrix}\emptyset\\ VP\\ \underline{for} + S\end{matrix}\right\}$?

EX: Is it impossible to visit my mother?

.9 Can't + NP + VP (passive)?

EX: Can't it ever be fixed?

.10 $\left\{\begin{matrix}\underline{BE} + (NEG) + NP + \left\{\begin{matrix}saying\ (that)\\ asking\ if\end{matrix}\right\}\\ \underline{DO} + (NEG) + NP + \left\{\begin{matrix}say\ (that)\\ ask\ if\end{matrix}\right\}\end{matrix}\right\} + NP + \underline{BE} + \left\{\begin{matrix}impossible\\ unlikely\\ not\ feasible\end{matrix}\right\} + \left\{\begin{matrix}\emptyset\\ VP\\ \underline{for} + S\end{matrix}\right\}$?

EX: Are you saying that the trip will be possible?

2.5.1 report, express or inquire about capability

report:

.1 $\left(NP + \left\{\begin{matrix}\underline{TELL} + NP + (that)\\ \underline{SAY}\ (that)\\ \underline{ASK}\ if\end{matrix}\right\}\right) + NP + \left\{\begin{matrix}\underline{CAN}\\ \underline{BE}\ able\end{matrix}\right\} + \left\{\begin{matrix}\emptyset\\ VP\end{matrix}\right\}$

EX: I told him I'll be able to finish it myself.

express:

.2 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{CAN} + \left\{\begin{matrix}\emptyset\\ VP\end{matrix}\right\}$

EX: I can bend steel with my bare hands.

.3 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{BE}\ able + VP$

EX: We'll be able to start the trip tomorrow.

.4 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{CAN}\ handle + NP$

EX: I can handle the baby-sitting job.

.5 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{BE}\ capable + \left\{\begin{matrix}\emptyset\\ of + \left\{\begin{matrix}NP\\ Ving + (NP)\end{matrix}\right\}\end{matrix}\right\}$

EX: We are capable of doing a very good job.

.6 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{BE}\ an\ expert\ on + NP$

EX: I am an expert on supply logistics.

.7 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{HAVE}\ expertise\ in + NP$

EX: We have expertise in data processing.

.8 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{BE} + ADJ + NP$ (adjective description of ability)

.9 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{BE} + prepared + \left\{\begin{matrix}\emptyset\\ VP\end{matrix}\right\}$

.10 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{KNOW}\ how + VP$

.11 $\left\{\begin{matrix}I\\ We\end{matrix}\right\} + \underline{BE} + (very)\ good\ at + \left\{\begin{matrix}Ving + (NP)\\ NP\end{matrix}\right\}$

EX: I'm very good at golf.

.12 $\left\{\begin{matrix}\text{I}\\\text{We}\end{matrix}\right\}$ + BE + $\left\{\begin{matrix}\text{a}\\\text{an}\end{matrix}\right\}$ + ADJ + expert

EX: I am a demolition expert.

inquire about:

.13 CAN + NP + $\left\{\begin{matrix}\emptyset\\\text{VP}\end{matrix}\right\}$?

EX: Can she milk a cow?

.14 BE + NP + $\left\{\begin{matrix}\text{able to}\\\text{prepared to}\\\text{capable of + Ving + (NP)}\end{matrix}\right\}$ + VP ?

EX: Are they prepared to take off?

.15 DO + NP + $\left\{\begin{matrix}\text{have expertise in + Ving + (NP)}\\\text{know how + VP}\end{matrix}\right\}$?

EX: Does Martha know how to swim?

.16 BE + NP + ADJ? (description of ability)

EX: Is the sergeant qualified?

.17 CAN + NP + handle + NP?

EX: Can the computer handle the overload?

.18 BE + NP + $\left\{\begin{matrix}\text{an expert}\\\text{good}\end{matrix}\right\}$ + $\left\{\begin{matrix}\emptyset\\\text{at + }\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}\end{matrix}\right\}$?

EX: Is she an expert at rappelling?

.19 A statement of capability and a negative tag question

EX: She's good at that, isn't she?

.20 $\left\{\begin{matrix}\text{BE + (NEG) + NP + }\left\{\begin{matrix}\text{saying (that)}\\\text{asking if}\end{matrix}\right\}\\\text{DO + (NEG) + NP + }\left\{\begin{matrix}\text{say (that)}\\\text{ask if}\end{matrix}\right\}\end{matrix}\right\}$ + NP + BE + $\left\{\begin{matrix}\text{capable + }\left(\text{of }\left\{\begin{matrix}\text{Ving + (NP)}\\\text{NP}\end{matrix}\right\}\right)\\\text{good + }\left(\text{at + }\left\{\begin{matrix}\text{Ving + (NP)}\\\text{NP}\end{matrix}\right\}\right)\\\text{an expert + }\left(\left\{\begin{matrix}\text{at}\\\text{in}\end{matrix}\right\}\text{ + }\left\{\begin{matrix}\text{Ving + (NP)}\\\text{NP}\end{matrix}\right\}\right)\\\left\{\begin{matrix}\text{prepared}\\\text{able}\end{matrix}\right\}\text{ + }\left\{\begin{matrix}\emptyset\\\text{VP}\end{matrix}\right\}\end{matrix}\right\}$?

EX: Didn't she say she's an expert in logistics?

2.5.2 report, express or inquire about incapability

report:

.1 NP + CAN + NEG + $\left\{\begin{matrix}\emptyset\\\text{handle}\\\text{do}\\\text{V}\end{matrix}\right\}$ + (NP)

EX: Ben couldn't handle the job.
The sargeant can't do it.

.2 $\left(\text{NP + }\left\{\begin{matrix}\text{SAY (that)}\\\text{TELL + NP + (that)}\\\text{ASK if}\end{matrix}\right\}\right)$ + NP + CAN + NEG + $\left\{\begin{matrix}\emptyset\\\text{handle + }\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}\\\text{do + NP}\\\text{VP}\end{matrix}\right\}$

EX: Jimmy said he can't play tennis till his knee heals.

.3 NP + CAN + NEG + $\left\{\begin{matrix}\text{handle}\\\text{VP}\end{matrix}\right\}$ + $\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}$

EX: We can't handle that many new recruits.

.4 NP + BE + NEG + $\left\{\begin{matrix}\text{able}\\\text{prepared}\end{matrix}\right\}$ + VP

EX: I won't be able to go with you.

.5 NP + DO + NEG + have the + $\left\{\begin{matrix}\text{experience}\\\text{expertise}\\\text{capability}\end{matrix}\right\}$ + $\left\{\begin{matrix}\emptyset\\\text{VP}\\\text{in + }\left\{\begin{matrix}\text{Ving + (NP)}\\\text{NP}\end{matrix}\right\}\end{matrix}\right\}$

EX: I don't have the expertise to command well.

.6 NP + BE+ADJ (description of inability)

EX: I'm quite inexperienced at this.

inquire about:

.7 CAN + NEG + NP + $\left\{\begin{matrix}\text{VP}\\\text{handle + NP}\\\text{handle + Ving + (NP)}\end{matrix}\right\}$?

EX: Can't Fred sing?

.8 BE + NEG + NP + $\left\{\begin{matrix}\text{prepared}\\\text{able}\end{matrix}\right\}$ + VP?

EX: Isn't the pilot prepared to take off?

.9 DO + NEG + NP + have (the) + {experience / expertise / capability} + {∅ / VP / in + {NP / Ving + (NP)}} ?

EX: Doesn't Sharon have the expertise to translate this passage?

.10 A statement of incapability and a positive tag question

EX: He doesn't know how to do it, does he?

.11 {BE + (NEG) + NP + {saying (that) / asking if} / DO + (NEG) + NP + {say (that) / ask if}} + NP + BE + NEG + {capable + {of + {Ving + (NP) / NP}} / good + {at + {Ving + (NP) / NP}} / an expert + {{at / in} + {Ving + (NP) / NP}} / {prepared / able} + {∅ / VP}} ?

EX: Did they ask if he is an expert?

2.6 report, express or inquire about need

report:

.1 {NP + {SAY (that) / TELL + NP + (that) / ASK if}} + NP + NEED + {VP / NP}

EX: The mailman said he needed some dog biscuits.
Ambrose needs a new pair of socks.

express:

.2 {I / We} + (still) NEED + {NP / VP}

EX: I need the log book.

.3 {I / We} + DO + NEG + have + VP

EX: I don't have to go to the bank this afternoon.

.4 NP + BE + (NEG) + {necessary / required / missing}

EX: That won't be necessary.

.5 NP + must have + NP

EX: We civilian observers must have earplugs.

inquire about:

.6 What DO + NP + need + {∅ / VP} ?

EX: What does Mary need to finish the job?

.7 DO + NP need + {something / NP / VP} ?

EX: Does Frances need a new secretary?

.8 What DO + NP + have + VP?

EX: What do they have to do to make it work?

.9 DO + NP + have + VP?

EX: Does Fred have to go to the bank?

.10 Why + BE + (NEG) + NP + necessary?

EX: Why are fire drills necessary?

.11 {BE + (NEG) + NP + {saying (that) / asking if} / DO + (NEG) + NP + {say (that) / ask if}} + NP + {NEED / REQUIRE} + {NP / VP} ?

EX: Didn't they say they need to leave early?

2.7.1 report, express or inquire about degrees of certainty

report:

.1 {NP + {SAY (that) / TELL + NP + (that) / ASK if}} + NP + {BE sure / HAVE no doubt / BE positive / BE convinced} + {∅ / that + S / {of / about} + NP}

EX: Myron is sure he's right on this one.

The general told me he's convinced we'll win hands down.

express:

.2 {I / We} + BE + {sure / certain / positive / convinced} + {∅ / that + S / of / about + NP}

EX: I was positive that I had mailed the letter.

.3 There's no doubt + that + S

EX: There's no doubt that Jim Beard's a good cook.

.4 No doubt + S

EX: No doubt you know about the party.

.5 {I / We} + (certainly) + {THINK / BELIEVE} + that + S

EX: I certainly believe that I can become a good translator.

.6 {I / We} + {SUPPOSE / BELIEVE / THINK} + {so / that + S}

EX: I suppose she'll be able to do it.

.7 Perhaps + S

.8 Maybe + S

inquire about:

.9 BE + NP + (quite) + {convinced / sure / certain / positive} + {∅ / that + S / of / about + NP}?

EX: Are you quite positive?

.10 DO + NP + {believe / suppose / think} + {that + S / so}?

EX: Do you suppose that Poirot might have done it?

.11 Positive statement + negative tag question

EX: You're sure he's coming, aren't you?

.12 {BE + (NEG) + NP + {saying (that) / asking if} / DO + (NEG) + NP + {say (that) / ask if}} + NP + BE + {positive / certain / sure / convinced} + {∅ / that + S / of / about + NP}?

EX: Are you saying that you're positive?

2.7.2 report, express or inquire about uncertainty

report:

.1 NP + NEG + BE + {convinced / sure / certain / positive} + {about / of + NP / ∅ / that + S}

EX: The secretary isn't sure she can get the work out in time.

.2 (NP + {ASK if / SAY (that) / TELL + NP + (that)}) + NP + BE + NEG + {sure / certain / positive / convinced} + {about / of + NP / ∅ / that + S}

EX: Ambrose said he isn't certain he can come.

express:

.3 {I / We} + DO + NEG + {think / believe} + {so / that + S}

EX: I don't believe that you know the bandaging technique yet.

.4 {I / We} + BE + NEG + {convinced / sure / certain / positive} + {∅ / that + S / of / about + NP}

EX: Sometimes we're not sure we'll ever get through basic.

.5 {I / We} + CAN + (NEG) + say for sure + {∅ / that + S}

EX: We weathermen can't say for sure that it won't rain.

.6 {I / We} + WONDER + {∅ / if + S}

EX: I wonder if the moon is made of green cheese.

inquire about:

.7 DO + NEG + NP + know + {∅ / for sure}?

Don't you know?

.8 BE + (NEG) + NP + {uncertain / doubtful} + {∅ / about that / about / of} + NP ?

EX: Are you uncertain about the date?

.9 Negative statement + positive tag

EX: You don't really know, do you?

.10 {BE + (NEG) + NP + {saying (that) / asking if} / DO + (NEG) + NP + {say (that) / ask if}} + NP + BE + NEG + {sure / certain / positive / convinced} + {∅ / for / about / that + S} + NP ?

EX: Are they saying they're not sure?

2.8 report, express or inquire about obligation

report:

.1 (NP + {ASK if / SAY (that) / TELL + NP + (that)}) + NP + BE + responsible + {∅ / for + {NP / Ving + (NP)} / to NP + (for {Ving + (NP) / NP})}

EX: The lieutenant says that Sally's responsible to Margaret today.
Fred's responsible for organizing the party.

express:

.2 {I / We} + BE + responsible + {∅ / (for {NP / Ving + (NP)}) / to NP + (for {NP / Ving + (NP)})}

EX: I'm responsible for detonating the first charge.

.3 {I / We} + {PROMISE / AGREE / CONTRACT} + {N / VP}

EX: I promised to shovel the driveway.

.4 {I / We} + must + VP

EX: We must notify you of our arrival in advance.

.5 {I / We} (DO + NEG) HAVE + VP

EX: We don't have to go until tomorrow.

.6 NP + BE + NEG + required + {∅ / VP}

EX: Thanks are not required.

.7 {I / We} + {must / have} + VP + (NP) + {in order + VP / before + NP + CAN + VP / if + S}

EX: We must finish the bridge before they can cross it.

.8 {NP / Ving + (NP)} + BE + NEG + POSS + {job / responsibility}

EX: Finding a replacement wasn't my responsibility.

.9 {I / We} + BE expected + VP

EX: I'm expected to complete the report by Friday.

inquire about:

.10 DO + (NEG) + NP + have + {∅ / VP} ?

EX: Doesn't Al have to cook tonight?

.11 BE + (NEG) + NP + {required {∅ / VP} / POSS + job / POSS + responsibility / expected + VP} ?

EX: Is that Mary's job?

.12 DO + NP + {promise / agree / contract} + {∅ / VP} ?

EX: Do you agree to get them here before Friday?

.13 DO + (NEG) + NP + have + VP?

EX: Doesn't Sheila have to write the report?

.14 MUST + NP + VP?

EX: Must Joe clean the barracks?

.15 Who + BE + responsible + $\left\{\begin{matrix}\emptyset \\ \text{for NP} \\ \text{for Ving + (NP)}\end{matrix}\right\}$?

EX: Who is responsible for the baby?

.16 BE + (NEG) + NP + $\left\{\begin{matrix}\text{required + VP} \\ \text{responsible for + } \left\{\begin{matrix}\text{NP} \\ \text{Ving + (NP)}\end{matrix}\right\}\end{matrix}\right\}$?

EX: Isn't Frank responsible for cleanup?

.17 DO + (NEG) + NP + have + VP + $\left\{\begin{matrix}\text{in order + VP} \\ \text{before + NP + CAN + VP} \\ \text{if + S}\end{matrix}\right\}$?

EX: Does Fred have to babysit if Linda goes to Reserves?

.18 Declarative sentence + tag question

EX: You're required to do that, aren't you?

2.9.1 report, express or inquire about a request for permission

report:

.1 $\left(\text{NP + } \left\{\begin{matrix}\text{SAY (that)} \\ \text{TELL + NP + (that)} \\ \text{ASK if}\end{matrix}\right\}\right)$ + NP + $\left\{\text{REQUEST}\right\}$ + $\left(\text{(POSS) + permission}\right)$ + $\left\{\begin{matrix}\emptyset \\ \text{VP}\end{matrix}\right\}$

EX: They told me that the private requested your permission to leave the base.
She asked to be excused.

express:

.2 $\left\{\begin{matrix}\text{May} \\ \text{CAN}\end{matrix}\right\}$ + NP + VP?

EX: May Samantha ride the skateboard?

.3 Excuse me.

.4 Let + NP + VP

EX: Let Mary go to the movies.

.5 DO + NP + mind + if + S

EX: Do you mind if I use your pocket knife?

.6 Would it be all right with + NP + if + S

EX: Would it be all right with you if I borrowed your bike?

.7 DECLARATIVE SENTENCE OF INTENTION + O.K.?

EX: I'm going bowling with the guys tonight, okay Blondie?

.8 NP + requesting permission + VP, Sir.

EX: Sgt. Crowell requesting permission to leave the base, Sir.

inquire about:

.9 BE + NP + $\left\{\begin{matrix}\text{asking} \\ \text{requesting}\end{matrix}\right\}$ + (POSS) + permission + $\left\{\begin{matrix}\emptyset \\ \text{VP}\end{matrix}\right\}$?

EX: Are you asking to marry my daughter?

2.9.2 report, express or inquire about granting of permission

report:

.1 $\left(\text{NP + } \left\{\begin{matrix}\text{SAY (that)} \\ \text{TELL + NP + (that)} \\ \text{ASK if}\end{matrix}\right\}\right)$ + NP + $\left(\left\{\begin{matrix}\text{GRANT} \\ \text{GIVE} \\ \text{ALLOW} \\ \text{LET}\end{matrix}\right\}\text{ + NP + (POSS) + permission} + \text{NP}\right)$ + $\left\{\begin{matrix}\emptyset \\ \text{VP}\end{matrix}\right\}$

EX: He gave us permission to leave early.
The MP allowed the car to pass.
They asked if the general granted John his permission.

express:

.2 (Please) go ahead.

.3 Excused.

.4 Of course.

.5 Okay.

.6 Permission granted.

.7 NP + $\left\{\begin{matrix}\text{may} \\ \text{can}\end{matrix}\right\}$ + $\left\{\begin{matrix}\emptyset \\ \text{VP}\end{matrix}\right\}$

EX: You can go now.

.8 Yes, you may + $\left\{\begin{matrix}\emptyset \\ \text{VP}\end{matrix}\right\}$

EX: Yes, you may stop doing pushups now.

.9 That's all right.

inquire about:

.10 $\left\{\begin{matrix}\underline{\text{BE}} + \text{NP} + \left\{\begin{matrix}\text{saying (that)}\\ \text{asking if}\end{matrix}\right\}\\ \underline{\text{DO}} + \text{NP} + \left\{\begin{matrix}\text{say (that)}\\ \text{ask if}\end{matrix}\right\}\end{matrix}\right\} + \text{NP} + \left\{\begin{matrix}\text{may}\\ \text{CAN}\end{matrix}\right\} + \left\{\begin{matrix}\emptyset\\ \text{VP}\end{matrix}\right\}?$

EX: Did he say that we can stop running?

.11 $\left\{\begin{matrix}\underline{\text{BE}} + \text{NP} + \left\{\begin{matrix}\text{saying (that)}\\ \text{asking if}\end{matrix}\right\}\\ \underline{\text{DO}} + \text{NP} + \left\{\begin{matrix}\text{say (that)}\\ \text{ask if}\end{matrix}\right\}\end{matrix}\right\} + \text{NP} + \left\{\begin{matrix}\left\{\begin{matrix}\underline{\text{GRANT}}\\ \underline{\text{GIVE}}\\ \underline{\text{ALLOW}}\\ \underline{\text{LET}}\end{matrix}\right\} + \text{NP} + (\text{POSS}) + \text{permission}\\ \left\{\begin{matrix}\underline{\text{GRANT}}\\ \underline{\text{GIVE}}\\ \underline{\text{ALLOW}}\\ \underline{\text{LET}}\end{matrix}\right\} + \text{NP}\end{matrix}\right\} + \left\{\begin{matrix}\emptyset\\ \text{VP}\end{matrix}\right\}?$

EX: Is he saying that he will let us go?

.12 $\underline{\text{DO}} + \text{NP} + \text{mean} + (\text{that}) + \text{NP} + \underline{\text{HAVE}} + (\text{POSS}) + \text{permission} + \left\{\begin{matrix}\emptyset\\ \text{VP}\end{matrix}\right\}$?

EX: Does she mean that they have her permission?
Does that mean I have your permission to come aboard?

2.9.3 report, express or inquire about denial of permission

report:

.1 $\left(\text{NP} + \left\{\begin{matrix}\underline{\text{SAY}} + (\text{that})\\ \underline{\text{TELL}} + \text{NP} + (\text{that})\\ \underline{\text{ASK}} + \text{if}\end{matrix}\right\}\right) + \text{NP} + \left\{\begin{matrix}\underline{\text{WILL}}\\ \underline{\text{DO}}\end{matrix}\right\} + \text{NEG} + \text{give} + (\text{NP}) + \text{permission} + \left\{\begin{matrix}\emptyset\\ \text{VP}\end{matrix}\right\}$

EX: His father won't give him permission to leave the house.
The general told his staff that he wouldn't give them permission to take the day off.

.2 $\left(\text{NP} + \left\{\begin{matrix}\underline{\text{SAY}} + (\text{that})\\ \underline{\text{TELL}} + \text{NP} + (\text{that})\\ \underline{\text{ASK}} + \text{if}\end{matrix}\right\}\right) + \text{NP} + \left\{\begin{matrix}\underline{\text{WILL}}\\ \underline{\text{DO}}\end{matrix}\right\} + \text{NEG} + \left\{\begin{matrix}\text{allow}\\ \text{let}\end{matrix}\right\} + \text{NP} + \left\{\begin{matrix}\emptyset\\ \text{VP}\end{matrix}\right\}$

EX: The guards didn't let us cross the border.
Fred said that the zookeeper wouldn't let the children feed the animals.

express:

.3 $(\text{No}),\ \left\{\begin{matrix}\text{I}\\ \text{We}\end{matrix}\right\} + \underline{\text{WILL}} + \text{NEG} + \left\{\begin{matrix}\left\{\begin{matrix}\text{let you}\\ \text{allow it}\\ \text{permit it}\end{matrix}\right\}\\ \text{give} + (\text{NP}) + \text{permission} + \left\{\begin{matrix}\emptyset\\ \text{VP}\end{matrix}\right\}\end{matrix}\right\}$

EX: No, I won't give you permission to go.

.4 $(\text{No}),\ \text{you can't} + \left\{\begin{matrix}\text{do it}\\ \emptyset\\ \text{VP}\end{matrix}\right\}$

EX: No, you can't.

.5 $\text{Permission} + \left\{\begin{matrix}\text{denied}\\ \text{refused}\end{matrix}\right\}$

.6 No.

.7 Don't ever ask again.

.8 Forget it.

inquire about:

.9 $\left\{\begin{matrix}\underline{\text{BE}} + \text{NP} + \left\{\begin{matrix}\text{saying (that)}\\ \text{asking if}\end{matrix}\right\}\\ \underline{\text{DO}} + \text{NP} + \left\{\begin{matrix}\text{say (that)}\\ \text{ask if}\end{matrix}\right\}\end{matrix}\right\} + \text{NP} + \left\{\begin{matrix}\text{may}\\ \text{can}\end{matrix}\right\} + \text{NEG} + \left\{\begin{matrix}\emptyset\\ \text{VP}\end{matrix}\right\}$

EX: Did she say we can't stop running?

.10 $\left\{\begin{matrix}\underline{\text{BE}} + \text{NP} + \left\{\begin{matrix}\text{saying (that)}\\ \text{asking if}\end{matrix}\right\}\\ \underline{\text{DO}} + \text{NP} + \left\{\begin{matrix}\text{say (that)}\\ \text{ask if}\end{matrix}\right\}\end{matrix}\right\} + \text{NP} + \left\{\begin{matrix}\underline{\text{WILL}}\\ \underline{\text{DO}}\end{matrix}\right\} + \text{NEG} + \left\{\begin{matrix}\left\{\begin{matrix}\underline{\text{GRANT}}\\ \underline{\text{GIVE}}\\ \underline{\text{ALLOW}}\\ \underline{\text{LET}}\end{matrix}\right\} + (\text{NP}) + (\text{POSS}) + \text{permission} + \left\{\begin{matrix}\emptyset\\ \text{VP}\end{matrix}\right\}\\ \left\{\begin{matrix}\underline{\text{GRANT}}\\ \underline{\text{GIVE}}\\ \underline{\text{ALLOW}}\\ \underline{\text{LET}}\end{matrix}\right\} + \text{NP}\end{matrix}\right\}?$

EX: Are you saying that her boss won't allow her to change jobs?

2.10.1 report, express or inquire about denial

report:

.1 $\left(\text{NP} + \left\{\begin{matrix}\underline{\text{SAY}}\ (\text{that}) \\ \underline{\text{ASK}}\ \text{if} \\ \underline{\text{TELL}} + \text{NP} + (\text{that})\end{matrix}\right\}\right) + \text{NP} + \left\{\begin{matrix}\underline{\text{DENY}} + \left\{\begin{matrix}\underline{\text{that}} + \text{S} \\ \text{NP}\end{matrix}\right\} \\ \underline{\text{SAY}}\ (\text{that}) + \text{NP} + \underline{\text{BE}} + \left\{\begin{matrix}\text{a lie} \\ \text{untrue} \\ \text{not true}\end{matrix}\right\}\end{matrix}\right\}$

EX: The report was not true.
Fred asked if the witness had denied the allegations.

express:

.2 $\left\{\begin{matrix}\text{I} \\ \text{We}\end{matrix}\right\} + \left\{\begin{matrix}\text{categorically} \\ \text{absolutely}\end{matrix}\right\} + \underline{\text{DENY}} + \left\{\begin{matrix}\text{NP} \\ \underline{\text{that}} + \text{S} \\ \underline{\text{V}}\text{ing} + (\text{NP})\end{matrix}\right\}$

EX: I categorically deny that I ate the goldfish.

.3 *NP + BE + $\left\{\begin{matrix}\text{a lie} \\ \text{not true}\end{matrix}\right\}$

.4 No + declarative sentence with not.

EX: No, I did not.
No, we didn't broil the aardvark.

.5 Negative sentences with negation words--no, never, nothing, nobody.

EX: I never park my car there.

inquire about:

.6 $\underline{\text{DO}} + \text{NP} + \left\{\begin{matrix}\underline{\text{DENY}} + \left\{\begin{matrix}\text{NP} \\ \underline{\text{that}} + \text{S}\end{matrix}\right\} \\ \underline{\text{SAY}}\ (\text{that}) + \text{NP} + \underline{\text{BE}} + \left\{\begin{matrix}\text{a lie} \\ \text{untrue} \\ \text{not true}\end{matrix}\right\}\end{matrix}\right\}?$

EX: Does Dennis deny that he ate the cookies?

.7 $\left\{\begin{matrix}\underline{\text{BE}} + (\text{NEG}) + \text{NP} + \left\{\begin{matrix}\text{saying (that)} \\ \text{asking if}\end{matrix}\right\} \\ \underline{\text{DO}} + (\text{NEG}) + \text{NP} + \left\{\begin{matrix}\text{say that} \\ \text{ask if}\end{matrix}\right\}\end{matrix}\right\} + \text{NP} + \left\{\begin{matrix}\underline{\text{DENY}} + \left\{\begin{matrix}\underline{\text{that}} + \text{S} \\ \text{NP}\end{matrix}\right\} \\ \underline{\text{SAY}}\ (\text{that}) + \text{NP} + \underline{\text{BE}} + \left\{\begin{matrix}\text{a lie} \\ \text{untrue} \\ \text{not true}\end{matrix}\right\}\end{matrix}\right\}?$

EX: Aren't they saying that they deny it?
Did you say that you deny it?
Is he asking if we said that it's a lie?

*Normal semantic constraints apply. NP can only be something that can have a truth value.

2.10.2 report, express or inquire about affirmation/confirmation

report:

.1 $\left(\text{NP} + \left\{\begin{matrix}\underline{\text{SAY}}\ (\text{that}) \\ \underline{\text{ASK}}\ \text{if} \\ \underline{\text{TELL}} + \text{NP} + (\text{that})\end{matrix}\right\}\right) + \text{NP} + (\underline{\text{CAN}}) + \left\{\begin{matrix}\underline{\text{CONFIRM}} + \left\{\begin{matrix}\underline{\text{that}} + \text{S} \\ \text{NP}\end{matrix}\right\} \\ \underline{\text{SAY}}\ (\text{that}) + \text{*NP} + \underline{\text{BE}} + \left\{\begin{matrix}\text{true} \\ \text{correct} \\ \text{right}\end{matrix}\right\}\end{matrix}\right\}$

EX: He confirmed the news release.
They asked if we can confirm that.
She said it's true.

express:

.2 $\text{NP} + \underline{\text{BE}} + \left\{\begin{matrix}\text{true} \\ \text{correct} \\ \text{right}\end{matrix}\right\}$

EX: That's true.

.3 $\left\{\begin{matrix}\text{I} \\ \text{We}\end{matrix}\right\} + (\underline{\text{CAN}}) + \underline{\text{CONFIRM}} + \left\{\begin{matrix}\underline{\text{that}} + \text{S} \\ \text{NP}\end{matrix}\right\}$

EX: We can confirm that report.

.4 Yes, + declarative sentence.

EX: Yes, I delivered the message.

.5 Sentences with affirmation words--always, yes, everyone, etc.

EX: Everyone knows that.

inquire about:

.6 DO + NP + confirm + NP?

EX: Do you confirm that?

.7 $\left\{\begin{matrix}\underline{\text{BE}} + (\text{NEG}) + \text{NP} + \left\{\begin{matrix}\text{saying (that)} \\ \text{asking if}\end{matrix}\right\} \\ \underline{\text{DO}} + (\text{NEG}) + \text{NP} + \left\{\begin{matrix}\text{Say (that)} \\ \text{ask if}\end{matrix}\right\}\end{matrix}\right\}? \left\{\begin{matrix}\text{*NP} + \underline{\text{BE}} + \left\{\begin{matrix}\text{true} \\ \text{correct} \\ \text{right}\end{matrix}\right\} \\ \text{NP} + (\underline{\text{CAN}}) + \underline{\text{CONFIRM}} + \left\{\begin{matrix}\underline{\text{that}} + \text{S} \\ \text{NP}\end{matrix}\right\}\end{matrix}\right\}?$

EX: Are they saying that their report is correct?
Did you ask if we can confirm that?

*Normal semantic constraints apply. NP can only be something that can have a truth value.

2.12 report, express or inquire about awareness

report:

$$\left(\text{NP} + \left\{\begin{array}{l}\underline{\text{SAY}}\ \text{(that)}\\ \underline{\text{ASK}}\ \text{if}\\ \underline{\text{TELL}} + \text{NP} + \text{(that)}\end{array}\right\}\right) + \text{NP} + \left\{\begin{array}{l}\underline{\text{MAY}} + \text{NEG}\\ \underline{\text{DO}} + \text{NEG}\end{array}\right\} + \left\{\begin{array}{l}\underline{\text{KNOW}}\\ \underline{\text{HEAR}}\\ \underline{\text{BE}} + \text{(NEG)} + \text{informed}\\ \underline{\text{BE}} + \text{(NEG)} + \text{**aware}\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \underline{\text{that}} + \text{S}\\ \left\{\begin{array}{l}\underline{\text{about}}\\ \underline{\text{of}}\end{array}\right\} + \text{NP}\end{array}\right\}$$

EX: He said that they were informed of the changes.
She knew.
She may not have been informed.

express:

.2 $$\left\{\begin{array}{l}\text{I}\\ \underline{\text{we}}\end{array}\right\} + (\underline{\text{DO}} + \text{NEG}) + \left\{\begin{array}{l}\underline{\text{KNOW}}\\ \underline{\text{HEAR}}\\ \underline{\text{BE}} + \text{(NEG)} + \text{informed}\\ \underline{\text{BE}} + \text{(NEG)} + \text{**aware}\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \underline{\text{that}} + \text{S}\\ \left\{\begin{array}{l}\underline{\text{about}}\\ \underline{\text{of}}\end{array}\right\} + \text{NP}\end{array}\right\}$$

EX: I didn't know.
We heard.

.3 $$\left\{\begin{array}{l}\text{I}\\ \underline{\text{we}}\end{array}\right\} + (\underline{\text{DO}} + \text{NEG}) + \underline{\text{KNOW}}\ \text{all the details.}$$

inquire about:

.4 $$\left\{\begin{array}{l}\underline{\text{DO}} + \text{(NEG)} + \text{NP} + \text{know}\\ \underline{\text{HAVE}} + \text{(NEG)} + \text{NP} + \text{heard}\\ \underline{\text{BE}} + \text{(NEG)} + \text{NP} + \text{**aware}\\ \underline{\text{BE}} + \text{(NEG)} + \text{NP} + \text{informed}\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \underline{\text{that}} + \text{S}\\ \left\{\begin{array}{l}\underline{\text{about}}\\ \underline{\text{of}}\end{array}\right\} + \text{NP}\end{array}\right\} ?$$

EX: Didn't you know?
Weren't they informed?

.5 $$\left\{\begin{array}{l}\underline{\text{BE}} + \text{(NEG)} + \text{NP} + \left\{\begin{array}{l}\text{saying (that)}\\ \text{asking if}\end{array}\right\}\\ \underline{\text{DO}} + \text{(NEG)} + \text{NP} + \left\{\begin{array}{l}\text{say that}\\ \text{ask if}\end{array}\right\}\end{array}\right\} + \text{NP} + \left(\left\{\begin{array}{l}\underline{\text{DO}} + \text{NEG}\\ \underline{\text{MAY}} + \text{NEG}\end{array}\right\}\right) + \left\{\begin{array}{l}\underline{\text{KNOW}}\\ \underline{\text{HEAR}}\\ \underline{\text{BE}} + \text{(NEG)} + \text{informed}\\ \underline{\text{BE}} + \text{(NEG)} + \text{**aware}\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \underline{\text{that}} + \text{S}\\ \left\{\begin{array}{l}\underline{\text{about}}\\ \underline{\text{of}}\end{array}\right\} + \text{NP}\end{array}\right\} ?$$

EX: Are we saying that we didn't know?
Did they ask if he had been informed?

**"aware + about"...is an impermissible sequence

2.12.1 report, express or inquire about difficulty

report:

.1 $$\left(\text{NP} + \left\{\begin{array}{l}\underline{\text{SAY}}\ \text{(that)}\\ \underline{\text{ASK}}\ \text{if}\\ \underline{\text{TELL}} + \text{NP} + \text{(that)}\end{array}\right\}\right) + \text{NP} + \left\{\begin{array}{l}\underline{\text{SAY}}\\ \underline{\text{THINK}}\end{array}\right\} + \text{NP} + \underline{\text{BE}} + \left\{\begin{array}{l}\text{difficult}\\ \text{complicated}\\ \text{problematic}\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \text{VP}\end{array}\right\}$$

EX: He asked if we think it's problematic.
They say it's difficult to repair.

express:

.2 $$\text{NP} + \underline{\text{BE}} + \left\{\begin{array}{l}\text{(too) difficult}\\ \text{(too) complicated}\\ \text{(too) problematic}\\ \text{(too) hard}\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \text{VP}\end{array}\right\}$$

.3 $$\text{There} + \underline{\text{BE}} + \left\{\begin{array}{l}\text{problems}\\ \text{complications}\\ \text{difficulties}\end{array}\right\} + \text{with} + \text{NP}$$

EX: There will be problems with the refrigeration unit.

.4 There's a lot of red tape involved.

.5 $$\text{NP} + \underline{\text{HAVE}}\ \text{a problem with} + \left\{\begin{array}{l}\text{NP}\\ \text{Ving} + \text{NP}\end{array}\right\}$$

EX: Fred has a problem with his mother.

.6 $$\text{NP} + \underline{\text{BE}} + \left\{\begin{array}{l}\text{ADJ}\\ \text{stuck}\\ \text{broken}\\ \text{out of order}\\ \text{missing}\end{array}\right\}$$

EX: The release button is stuck.

.7 $$\text{There} + \underline{\text{BE}}\ \text{too} + \left\{\begin{array}{l}\text{little}\\ \text{much}\\ \text{ADJ}\end{array}\right\}$$

.8 $$\text{NP} + \text{will take a lot of} + \left\{\begin{array}{l}\text{work}\\ \text{sweat}\\ \text{thought}\\ \text{time}\end{array}\right\}$$

.9 $$\text{NP} + \underline{\text{BE}} + \left\{\begin{array}{l}\text{hard}\\ \text{difficult}\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \text{for} + \text{NP}\end{array}\right\}$$

EX: This is hard for me.

inquire about:

.10 Is it difficult + VP?

.11 Are there {problems / difficulties} + {∅ / with + {NP / Ving + (NP)}}?

.12 Is there too {ADJ / much / little}?

.13 Is it {ADJ / late / broken / out of order}?

.14 DO + NP + have + {a problem / trouble} + {with + NP / Ving + (NP)}?

.15 {BE + (NEG) + NP + {saying (that) / asking if}; DO + (NEG) + NP + {say (that) / ask if}} + NP + BE + (too) {difficult / complicated / problematic / hard} + {∅ / VP}?

EX: Are you saying that it is too complicated?
Didn't we ask if that would be too hard to do?

2.12.2 report, express or inquire about ease

report:

.1 (NP + {SAY (that) / ASK if / TELL + NP + (that)}) + NP + {SAY / THINK} + NP + BE + {easy / no problem / simple / etc.} + {∅ / VP}

EX: She said it's easy.
They asked if we think it's simple to train so many men.

express:

.2 No problem.

.3 It + BE + (very) easy + {∅ / VP}

EX: It's very easy to swim.

.4 Consider it done.

.5 {I / We} + foresee no difficulties + {∅ / with NP}

inquire about:

.6 BE + NP + easy + {∅ / VP}?

EX: Is it easy to learn to drive a tank?

.7 {BE + (NEG) + NP + {saying (that) / asking if}; DO + (NEG) + NP + {say (that) / ask if}} + NP + BE + {easy / no problem / simple / etc.} + {∅ / VP}?

EX: Are they saying that this is easy?
Don't they say infantrymen are easy to recruit?

2.13 report, express or inquire about belief or opinion

report:

.1 (NP + {SAY (that) / ASK if / TELL + NP + (that)}) + NP + {FEEL / THINK / BELIEVE} + {so / that + S}

EX: They said that he believes we should.
He asked if you think so.
She feels that the experience provides many valuable lessons.

.2 It is + POSS + opinion + that + S

EX: It is their opinion that this is worthless.

express:

.3 As far as + {I / we} + BE concerned + S

.4 {My / Our} + opinion is + that + S

.5 {I / We} + {believe / think} + that + S

.6 It seems to + {me / us} + that + S

inquire about:

.7 What + DO + NP + think about + {NP / Ving}?

.8 DO + NP + believe + that + S?

.9 DO + NP + think that + S?

.10 What + BE + POSS + opinion + (({on / about} + NP))?

EX: What is your opinion on the matter?

.11 {I'd / We'd} + like to hear + POSS + reaction to + NP

EX: I'd like to hear your reaction to the general's statement.

.12 How does + NP + seem to + NP?

.13 $\left\{\begin{array}{l} \underline{\text{BE}} + (\text{NEG}) + \text{NP} + \left\{\begin{array}{l}\text{asking if}\\ \text{saying (that)}\end{array}\right\} \\ \underline{\text{DO}} + (\text{NEG}) + \text{NP} + \left\{\begin{array}{l}\text{say (that)}\\ \text{ask if}\end{array}\right\} \end{array}\right\} + \text{NP} + \left\{\begin{array}{l}\underline{\text{BELIEVE}}\\ \underline{\text{FEEL}}\\ \underline{\text{THINK}}\end{array}\right\} + \underline{\text{that}} + \text{S?}$

EX: Aren't you saying that she feels that we should?
Did he ask if we believe that's true?

3.0 REPORT, EXPRESS OR INQUIRE ABOUT EMOTIONAL ATTITUDES

3.1.1 report, express or inquire about pleasure/liking

report:

.1 $\left(\text{NP} + \left\{\begin{array}{l}\underline{\text{SAY}}\ (\text{that})\\ \underline{\text{ASK}}\ \text{if}\end{array}\right\}\right) + \text{NP} + (\underline{\text{AUX}}) + \left\{\begin{array}{l}\underline{\text{LIKE}}\\ \underline{\text{LOVE}}\\ \underline{\text{ENJOY}}\end{array}\right\} + \left\{\begin{array}{l}\text{NP}\\ \text{Ving} + (\text{NP})\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \text{very much}\\ \text{a lot}\\ \text{a great deal}\end{array}\right\}$

EX: She enjoyed the meeting.
He said that they would like to go.

.2 $\text{NP} + \left\{\begin{array}{l}\underline{\text{SAY}}\ (\text{that})\\ \underline{\text{ASK}}\ \text{if}\end{array}\right\} + \left\{\begin{array}{l}\text{NP}\\ \text{Ving} + (\text{NP})\end{array}\right\} + \text{ADJ (favorable)}$

EX: I said that the book is great.

express:

.3 $\left\{\begin{array}{l}\text{I}\\ \text{We}\end{array}\right\} + \left\{\begin{array}{l}\underline{\text{LIKE}}\\ \underline{\text{ENJOY}}\\ \underline{\text{LOVE}}\end{array}\right\} + \left\{\begin{array}{l}\text{NP}\\ \text{Ving} + (\text{NP})\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \text{very much}\end{array}\right\}$

EX: I like horseback riding very much.

.4 NP + BE + ADJ (favorable)

EX: The soup is delicious.

.5 $\text{What} + \left\{\begin{array}{l}\text{a}\\ \text{an}\end{array}\right\} + \text{ADJ (favorable)} + \text{NP!}$

EX: What a fascinating idea!

.6 $\text{NP} + \underline{\text{BE}} + (\text{very}) + \left\{\begin{array}{l}\text{nice}\\ \text{pleasant}\\ \text{good}\\ \text{enjoyable}\\ \text{ADJ (favorable)}\end{array}\right\}$

EX: This is very nice.

inquire about:

.7 $\underline{\text{DO}} + \text{NP} + \left\{\begin{array}{l}\underline{\text{LIKE}}\\ \underline{\text{LOVE}}\\ *\underline{\text{ENJOY}}\end{array}\right\} + \left\{\begin{array}{l}\text{NP}\\ \text{VP}\\ \text{Ving} + \text{VP}\end{array}\right\} ?$

EX: Do you enjoy opera?

.8 $\text{Would} + \text{NP} + \left\{\begin{array}{l}\underline{\text{LIKE}}\\ *\underline{\text{ENJOY}}\end{array}\right\} + \left\{\begin{array}{l}\text{VP}\\ \text{Ving}\\ \text{NP}\end{array}\right\} ?$

EX: Would your friend like to go with us?

*ENJOY + VP is an impermissible sequence

.9 DECLARATIVE STATEMENT + TAG QUESTION

.10 $\left\{\begin{array}{l}\underline{DO} + (NEG) + NP + \left\{\begin{array}{l}\text{say (that)}\\ \text{ask if}\end{array}\right\}\\ \underline{BE} + (NEG) + NP + \left\{\begin{array}{l}\text{saying (that)}\\ \text{asking if}\end{array}\right\}\end{array}\right\} + NP + \left\{\begin{array}{l}\underline{LOVE}\\ \underline{LTKE}\\ *\underline{ENJOY}\end{array}\right\} + \left\{\begin{array}{l}NP\\ VP\\ Ving + (NP)\end{array}\right\}$?

EX: Are you saying you enjoy fishing?

.11 $\left\{\begin{array}{l}\underline{DO} + (NEG) + NP + \left\{\begin{array}{l}\text{say (that)}\\ \text{ask if}\end{array}\right\}\\ \underline{BE} + (NEG) + NP + \left\{\begin{array}{l}\text{saying (that)}\\ \text{asking if}\end{array}\right\}\end{array}\right\} + (that) + NP + \underline{BE} + ADJ\ (favorable)?$

EX: Did he say that toast with jelly is good?

3.1.2 report, express or inquire about displeasure/ dislike

report:

.1 $\left(NP + \left\{\begin{array}{l}\underline{SAY}\ (that)\\ \underline{ASK}\ if\\ \underline{TELL} + NP + (that)\end{array}\right\}\right) + NP + \left\{\begin{array}{l}\underline{HATE}\\ \underline{DISLIKE}\\ \underline{DO} + NEG + enjoy\\ \underline{DO} + NEG + like\end{array}\right\} + \left\{\begin{array}{l}NP\\ VP\end{array}\right\}$

EX: He hates to peel potatoes.
They said that they don't like radishes.

.2 NP + $\underline{SAY}$ + (that) + NP + $\underline{BE}$ + ADJ (unfavorable)

EX: I said that the mashed potatoes are lumpy.

.3 $\left(NP + \left\{\begin{array}{l}\underline{SAY}\ (that)\\ \underline{ASK}\ if\\ \underline{TELL} + NP + (that)\end{array}\right\}\right) + NP + \underline{MAKE} + NP + \left\{\begin{array}{l}angry\\ furious\\ irritable\end{array}\right\}$

EX: She asked if children make us angry.

express:

.4 What + $\left\{\begin{array}{l}a\\ an\end{array}\right\}$ + ADJ (unfavorable) + NP!

EX: What an ugly pair of shoes!

.5 $\left\{\begin{array}{l}I\\ We\end{array}\right\} + \left\{\begin{array}{l}\left\{\begin{array}{l}\underline{HATE}\\ \underline{DO} + (NEG) + like\\ \underline{DO} + (NEG) + enjoy\end{array}\right\} + \left\{\begin{array}{l}NP\\ VP\\ Ving + (NP)\end{array}\right\}\\ DISLIKE + \left\{\begin{array}{l}NP\\ Ving + (NP)\end{array}\right\}\end{array}\right\}$

EX: I hate lima beans.

*ENJOY - .5 is an impermissible sequence.

.6 $\left\{\begin{array}{l}I\\ We\end{array}\right\}$ + $\underline{FIND}$ + NP + (very) ADJ (unfavorable)

EX: I find those conferences very dull.

.7 NP + $\underline{MAKE}$ + $\left\{\begin{array}{l}me\\ us\end{array}\right\}$ + $\left\{\begin{array}{l}angry\\ furious\end{array}\right\}$

EX: Fred makes me angry.

inquire about:

.8 $\underline{DO}$ + NP + make + NP + angry?

EX: Do those orders make you angry?

.9 $\underline{DO} + NP + \left\{\begin{array}{l}hate + \left\{\begin{array}{l}NP\\ VP\\ Ving + (NP)\end{array}\right\}\\ dislike + \left\{\begin{array}{l}NP\\ Ving + (NP)\end{array}\right\}\end{array}\right\}$?

EX: Do you dislike him?

.10 $\underline{DO}$ + NEG + NP + $\left\{\begin{array}{l}like\\ enjoy\end{array}\right\}$ + $\left\{\begin{array}{l}NP\\ VP\\ Ving + (NP)\end{array}\right\}$?

EX: Don't you enjoy boating?

.11 $\left\{\begin{array}{l}\underline{DO} + (NEG) + NP + \left\{\begin{array}{l}\text{ask if}\\ \text{say (that)}\end{array}\right\}\\ \underline{BE} + (NEG) + NP + \left\{\begin{array}{l}\text{saying (that)}\\ \text{asking if}\end{array}\right\}\end{array}\right\} + NP + \left\{\begin{array}{l}\underline{DISLIKE} + \left\{\begin{array}{l}NP\\ VP\end{array}\right\}\\ \underline{HATE} + \left\{\begin{array}{l}NP\\ VP\\ Ving + (NP)\end{array}\right\}\end{array}\right\}$?

EX: Did they ask if I dislike John?
Are you asking if he hates to play golf?

3.2.1 report, express or inquire about satisfaction

report:

.1 $\left(NP + \left\{\begin{array}{l}\underline{SAY}\ (that)\\ \underline{ASK}\ if\\ \underline{TELL} + NP + (that)\end{array}\right\}\right) + NP + \underline{BE} + \left\{\begin{array}{l}(just)\ what + NP + \left\{\begin{array}{l}wanted\\ needed\\ expected\\ \underline{BE}\ looking\ for\\ \underline{HAVE}\ in\ mind\\ \underline{MEAN}\end{array}\right\}\\ satisfied + \left\{\begin{array}{l}\emptyset\\ with + NP\\ with + S\end{array}\right\}\end{array}\right\}$

EX: They asked if it is what we wanted.
He said it's just what he had in mind.
They told us that she is satisfied with the way you handled the job.

.2 $\left(\text{NP} + \left\{\begin{array}{l}\underline{\text{SAY}}\text{ (that)}\\ \underline{\text{ASK}}\text{ if}\\ \underline{\text{TELL}} + \text{NP} + \text{(that)}\end{array}\right\}\right) + \text{NP} + \underline{\text{BE}} + \left\{\begin{array}{l}\text{all right (now)}\\ \text{perfect}\\ \text{excellent}\\ \text{well done}\\ \text{very good}\\ \text{ADJ (favorable)}\end{array}\right\}$

EX: He asked if the job was well done.

express:

.3 $\text{NP} + \underline{\text{BE}} + \text{(just) what} + \left\{\begin{array}{l}\text{I}\\ \text{we}\end{array}\right\} + \left\{\begin{array}{l}\text{wanted}\\ \text{expected}\\ \text{needed}\\ \underline{\text{BE}} + \text{looking for}\\ \underline{\text{HAVE}}\text{ in mind}\\ \underline{\text{MEAN}}\end{array}\right\}$

EX: That's just what we had in mind.

.4 $\text{NP} + \underline{\text{DO}} + \left\{\begin{array}{l}\text{a good}\\ \text{an excellent}\end{array}\right\} + \text{job}$

EX: You did an excellent job.

.5 $(\text{NP} + \underline{\text{BE}}) + \left\{\begin{array}{l}\text{perfect}\\ \text{excellent}\\ \text{well done}\\ \text{very good}\\ \text{ADJ (favorable)}\end{array}\right\}$

EX: The new loading system is great!

.6 NP + BE + (quite) all right (now)

.7 $\left\{\begin{array}{l}\text{I}\\ \text{We}\end{array}\right\} + \underline{\text{BE}} + \text{(very) satisfied} + \left\{\begin{array}{l}\emptyset\\ \text{with} + \text{NP}\end{array}\right\}$

EX: I am very satisfied with your report.

inquire about:

.8 $\underline{\text{BE}} + \text{NP} + \text{what} + \text{NP} + \left\{\begin{array}{l}\text{expected}\\ \text{wanted}\\ \text{needed}\\ \underline{\text{BE}} + \text{looking for}\\ \underline{\text{HAVE}}\text{ in mind}\\ \underline{\text{MEAN}}\end{array}\right\}$?

EX: Is that what he was looking for?

.9 BE + NP + all right (now)?

EX: Is this all right now?

.10 BE + NP + satisfied with + NP (now)?

EX: Are they satisfied with it now?

.11 $\left\{\begin{array}{l}\underline{\text{BE}} + \text{(NEG)} + \text{NP} + \left\{\begin{array}{l}\text{saying (that)}\\ \text{asking if}\end{array}\right\}\\ \underline{\text{DO}} + \text{(NEG)} + \text{NP} + \left\{\begin{array}{l}\text{ask if}\\ \text{say (that)}\end{array}\right\}\end{array}\right\} + \text{NP} + \underline{\text{BE}} + \left\{\begin{array}{l}\text{satisfied} + \left\{\begin{array}{l}\emptyset\\ \text{with NP}\end{array}\right\}\\ \left\{\begin{array}{l}\text{all right}\\ \text{well done}\\ \text{satisfactory}\\ \text{good}\end{array}\right\}\\ \text{what} + \text{NP} + \left\{\begin{array}{l}\underline{\text{BE}} + \left\{\begin{array}{l}\text{looking for}\\ \text{wanted}\\ \text{needed}\end{array}\right\}\\ \underline{\text{HAVE}}\text{ in mind}\\ \underline{\text{MEAN}}\end{array}\right\}\end{array}\right\}$,

EX: Are they saying that the colonel was satisfied with our performance?
Didn't you ask if the information was satisfactory?
Did they say that this is what they were looking for?

3.2.2 report, express or inquire about dissatisfaction

report:

.1 $\left(\text{NP} + \left\{\underline{\text{SAY}}\text{ (that)}\right\}\right) + \text{NP} + \underline{\text{BE}} + \text{NEG} + \text{(at all)} + \text{what} + \text{NP} + \left\{\begin{array}{l}\text{expected}\\ \text{wanted}\\ \underline{\text{BE}}\text{ looking for}\\ \underline{\text{MEAN}}\\ \text{needed}\\ \underline{\text{HAVE}}\text{ in mind}\end{array}\right\}$

EX: I said that this is not what I had in mind.
It's not what they wanted.
He said that this wasn't what we were looking for.

.2 $\text{NP} + \left\{\begin{array}{l}\underline{\text{SAY}}\text{ (that)}\\ \underline{\text{ASK}}\text{ if}\end{array}\right\} + \text{NP} + \underline{\text{BE}} + \left\{\begin{array}{l}\text{unsatisfactory}\\ \text{ADJ (unfavorable)}\\ \text{too long}\end{array}\right\}$

EX: He said that the meal is unsatisfactory.

.3 $\left(\text{NP} + \left\{\underline{\text{SAY}}\text{ (that)}\right\}\right) + \text{NP} + \underline{\text{BE}} + \text{(very)} \left\{\begin{array}{l}\text{disappointed}\\ \text{dissatisfied}\end{array}\right\} + \left\{\begin{array}{l}\emptyset\\ \left\{\begin{array}{l}\text{with}\\ \text{in}\end{array}\right\} + \left\{\begin{array}{l}\text{NP}\\ \text{S}\end{array}\right\}\\ \underline{\text{that}} + \text{S}\end{array}\right\}$

EX: We said that we are disappointed with the test results.
She is very disappointed.

express:

.4 NP + BE + NEG + what + {I / we} + {wanted / expected / needed / BE looking for / HAVE in mind / MEAN}

EX: This behavior is not what we were looking for.

.5 NP + BE + {unsatisfactory / not satisfactory / incomplete / too long / ADJ (unfavorable)}

.6 {I / We} + BE + (very) disappointed + {∅ / with / in / that + S} + {NP / S}

EX: We are very disappointed in your work.
I am disappointed with what you did.

inquire about:

.7 Is + (there) anything wrong?

.8 BE + NEG + NP + what + NP + {wanted / expected / needed / BE looking for / HAVE in mind / MEAN} ?

EX: Isn't a cookbook what you had in mind?

.9 BE + NEG + NP + {satisfactory / okay / ADJ (unfavorable)} ?

EX: Wasn't Walt's performance okay?

.10 BE + NP + {unsatisfactory / disappointing / ADJ (unfavorable)} ?

.11 {BE + (NEG) + NP + {saying (that) / asking if} / DO + (NEG) + NP + {say (that) / ask if}} + *NP + BE +
{{dissatisfied / disappointed / unsatisfactory / ADJ (unfavorable)} + {∅ / in + NP / with + NP / that + clause}
NEG + what + NP + {HAVE in mind? / BE looking for / wanted / needed / MEAN}} ?

EX: Are they saying that I am dissatisfied with their work?
Didn't you ask if it's too long?
Did I say that this isn't what I meant?

3.3.1 report, express or inquire about fear

report:

.1 (NP + {SAY (that) / ASK if / TELL + NP + (that)}) + NP + BE + {afraid / scared} + {∅ / VP / of + {Ving + (NP) / NP / S} / that + S}

EX: He said that she is afraid to ask.
John is afraid.

.2 (NP + {SAY (that) / ASK if}) + NP + {SCARE / FRIGHTEN} + NP + {∅ / VP}

EX: He asked if it scares me to skydive.
Loud noises frighten Carlos.

express:

.3 {I / We} + BE + {afraid / scared} + {∅ / VP / of + {Ving + (NP) / NP / S} / that + S}

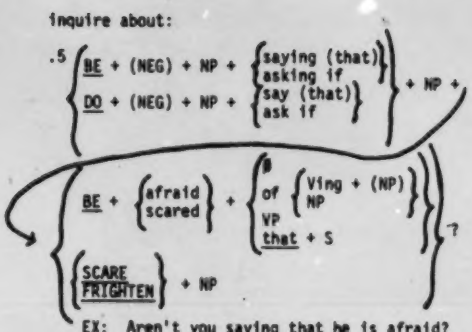
EX: We are afraid that the bridge will soon collapse.

.4 NP + {SCARE / FRIGHTEN} + {me / us} + {∅ / VP / **to think + that + S}

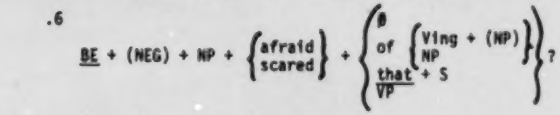
EX: It scares me to think that we may not have all the equipment we need.
Heights frighten me.

*With dissatisfied, disappointed, NP must be a person.
**In this construction, NP must be "it."

inquire about:

.5 

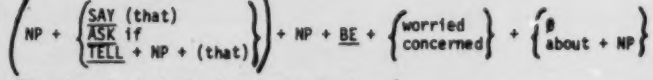
EX: Aren't you saying that he is afraid?
Didn't he say that alligators scare him?

.6 

EX: Are you afraid to talk to her?

3.3.2 report, express or inquire about worry

report:

.1 

EX: He said that she is worried about us.
Sheila is concerned about the high cost of living.

express:

.2 I / We + BE + (very) worried / concerned + ø / about + NP

.3 I / We + CAN + NEG + stop thinking about + NP

EX: I can't stop thinking about his safety.

.4 I / We + DO + NEG + know what to do + ø / about + NP

EX: I don't know what to do.

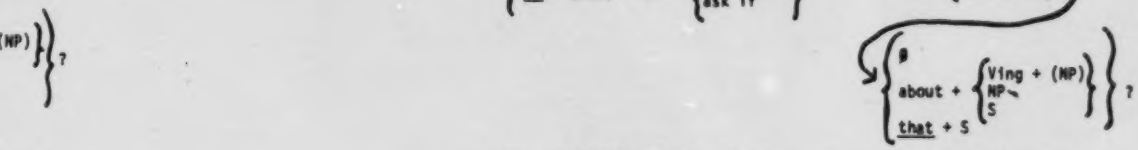
.5 NP + (really) + TROUBLE / WORRY / CONCERN + me / us

EX: Your foolhardiness really worries me.

inquire about:

.6 BE + NP + worried / concerned + ø / about + Ving + (NP) / NP / S / that + S ?

EX: Are you concerned about the possibility of a fire?

.7 

EX: Aren't they saying that they are concerned about the way the host country is responding?
Didn't they ask if we are worried?

3.4 report, express or inquire about hope

report:

.1

EX: She asked if we hope to go.
He said he hope that all goes well.

express:

.2 I / We + HOPE + so / that + S / VP

EX: I hope so.

inquire about:

.3 QUESTION WORD + DO + NP + hope + {VP / that + S} ?

EX: How soon do you hope to go?
What do they hope will happen?
When do you hope she'll get here?

.4 DO + (NEG) + NP + HAVE any hope + {∅ / that + S} ?

EX: Do you have any hope you'll finish your work today?

3.5 report, express or inquire about surprise

report:

.1 (NP + {SAY (that) / ASK if / TELL + NP + (that)}) + NP + BE + {surprised / shocked / amazed} + {∅ / that-clause / to find + {that + S / NP}}

EX: He said the general was amazed to find that the base was completed so soon.
She was surprised.

.2 This is a surprise!

.3 How nice!

.4 What a surprise!

.5 It's surprising + {to find + {NP / that + S} / ∅ / that + S}

.6 {I / We} + BE + {surprised / shocked / amazed} + {∅ / that + S / by + NP}

.7 {I / We} + didn't expect that!

.8 Oh my God!

.9 Oh!

.10 You're kidding!

.11 Not really!

inquire about:

.12 BE + NP + surprised?

EX: Was she surprised?

.13 BE + NP a surprise?

EX: Was the party a surprise?

.14 {BE + (NEG) + NP + {saying (that) / asking if} / DO + (NEG) + NP + {say (that) / ask if}} + NP + BE + {surprised / shocked / amazed} + {∅ / to find + {that + S / NP} / that + S} ?

EX: Aren't you saying that you were surprised?
Did you ask if she was shocked to find you here?

3.6 report, express or inquire about preference

report:

.1 (NP + {ASK if / SAY (that) / TELL + NP + (that)}) + NP + {LIKE + {Ving + (NP) / NP / VP} + {better / more} + than + {Ving + (NP) / NP / VP} / PREFER + {NP / Ving + (NP)} + to + {NP / Ving + (NP)} / would rather + {(NEG) + VP / VP + (than) + VP} / {THINK / SAY} + (that) + {NP / Ving + (NP)} + BE + {(the) + ADJ (superlative) + (NP) / more ADJ / ADJer} + than + {NP / Ving + (NP)}}

EX: He asked if we like studying more than playing.
They prefer fruit to cheese.
She would rather not go.
He thinks that going to the movies is the best suggestion.
You said that she thinks flying is more exciting than scuba diving.

express:

.2 $\left\{\begin{matrix}\text{I}\\\text{We}\end{matrix}\right\}$ + LIKE + $\left\{\begin{matrix}\text{NP}\\\text{VP}\\\text{Ving + (NP)}\end{matrix}\right\}$ + $\left\{\begin{matrix}\text{better}\\\text{more}\end{matrix}\right\}$ + $\left(\text{than}\left\{\begin{matrix}\text{NP}\\\text{VP}\\\text{Ving + (NP)}\end{matrix}\right\}\right)$

EX: I like raw vegetables better than cooked ones.

.3 comparison of adjectives

$\left\{\begin{matrix}\text{I}\\\text{We}\end{matrix}\right\}$ + THINK (that) + $\left\{\text{Ving + (NP)}\right\}$ + BE + the ADJ (superlative) + (NP)

EX: I think that this is the best one.

.4 $\left(\left(\left\{\begin{matrix}\text{I}\\\text{We}\end{matrix}\right\}\text{ + THINK (that)}\right)\text{ + }\left\{\begin{matrix}\text{NP}\\\text{Ving + NP}\end{matrix}\right\}\text{ + BE + }\left\{\begin{matrix}\text{more ADJ}\\\text{ADJer}\end{matrix}\right\}\text{ + than + }\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}\right)$

EX: Parachuting practice is more important than anything else you do.

.5 $\left\{\begin{matrix}\text{I}\\\text{We}\end{matrix}\right\}$ + PREFER + $\left\{\begin{matrix}\text{NP}\\\text{(NEG) + VP}\end{matrix}\right\}$

EX: I prefer not to go.

.6 $\left\{\begin{matrix}\text{I}\\\text{We}\end{matrix}\right\}$ + WOULD + rather + (NEG) + VP

EX: We would rather not review the troops today.

.7 $\left\{\begin{matrix}\text{I}\\\text{We}\end{matrix}\right\}$ + WOULD + rather + VP + than VP

I would rather cook than do the shopping.

.8 $\left\{\begin{matrix}\text{I}\\\text{We}\end{matrix}\right\}$ + PREFER + $\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}$ to $\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}$

EX: I prefer target practice to all-day marches.

inquire about:

.9 What would be + $\left\{\begin{matrix}\text{more convenient}\\\text{more ADJ (favorable)}\\\text{better}\end{matrix}\right\}$ + (for + NP) ?

.10 What + BE + POSS + preference?

EX: What is your preference?

.11 QUESTION WORD + DO + NP + prefer + $\left\{\begin{matrix}\text{e}\\\text{VP}\end{matrix}\right\}$?

EX: What do they prefer to do?
How many do they prefer to buy?

.12 Would + NP + $\left\{\begin{matrix}\text{rather}\\\text{prefer}\end{matrix}\right\}$ + VP (+ or VP) ?

.13 DO + NP + prefer + NP + $\left\{\begin{matrix}\text{to}\\\text{or}\end{matrix}\right\}$ + NP ?

EX: Do they prefer spinach or asparagus?

.14 Which DO + NP + $\left\{\begin{matrix}\text{want (more)}\\\text{like }\left\{\begin{matrix}\text{(better)}\\\text{(the best)}\\\text{(more)}\end{matrix}\right\}\end{matrix}\right\}$?

.15 $\left\{\begin{matrix}\text{BE + (NEG) + NP + }\left\{\begin{matrix}\text{saying (that)}\\\text{asking if}\end{matrix}\right\}\\\text{DO + (NEG) + NP + }\left\{\begin{matrix}\text{say (that)}\\\text{ask if}\end{matrix}\right\}\end{matrix}\right\}$ + NP +

$\left\{\begin{matrix}\text{LIKE + }\left\{\begin{matrix}\text{Ving + (NP)}\\\text{NP}\\\text{VP}\end{matrix}\right\}\text{ + }\left\{\begin{matrix}\text{better}\\\text{more}\end{matrix}\right\}\text{ + than + }\left\{\begin{matrix}\text{Ving + (NP)}\\\text{NP}\\\text{VP}\end{matrix}\right\}\\\text{PREFER + }\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}\text{ + to + }\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}\\\text{would rather + }\left\{\begin{matrix}\text{(NEG) + VP}\\\text{VP + (than) + VP}\end{matrix}\right\}\\\left\{\begin{matrix}\text{THINK}\\\text{SAY}\end{matrix}\right\}\text{ + (that) + }\left\{\text{NP + Ving + (NP)}\right\}\text{ + BE + }\left\{\begin{matrix}\text{(the) + ADJ (superlative) + (NP)}\\\text{more ADJ + than + }\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}\\\text{ADJer + than + }\left\{\begin{matrix}\text{NP}\\\text{Ving + (NP)}\end{matrix}\right\}\end{matrix}\right\}\end{matrix}\right\}$?

EX: Are they saying that we like to talk more than we like to play football?
Didn't we say that we prefer to stay at home?
Are you saying you would rather not go?
Didn't you say that they said that this one is the best?

3.7 report, express or inquire about intention

report:

.1 $\left(\text{NP + }\left\{\begin{matrix}\text{SAY (that)}\\\text{ASK if}\end{matrix}\right\}\right)\text{ + NP + }\left\{\begin{matrix}\text{BE + planning + VP}\\\text{will + VP}\\\text{INTEND + VP}\\\text{THINK + S (with future tense verb or present progressive)}\end{matrix}\right\}$

EX: He is planning to call you.
They said that they will do it.
I asked if you intend to complete this.
She thinks she will go.

express:

.2 $\left\{\begin{matrix}I\\We\end{matrix}\right\}$ + BE + planning + VP

EX: I am planning to perform the operation at noon.

.3 $\left\{\begin{matrix}I\\We\end{matrix}\right\}$ + BE + going + VP

EX: I'm going to drive to Paris this weekend.

.4 $\left\{\begin{matrix}I\\We\end{matrix}\right\}$ + will + VP

EX: I will take over guard duty.

.5 $\left\{\begin{matrix}I\\We\end{matrix}\right\}$ + INTEND + VP

EX: I intend to quit.

.6 $\left\{\begin{matrix}I\\We\end{matrix}\right\}$ + THINK + that + S (with future tense verb)

EX: I think I'll go visit my aunt.

inquire about:

.7 BE + NP + $\left\{\begin{matrix}planning\\going\end{matrix}\right\}$ + $\left\{\begin{matrix}\emptyset\\VP\end{matrix}\right\}$?

EX: Are you planning to win this afternoon?

.8 Will + NP + VP?

EX: Will he be going downtown with us?

.9 DO + NP + intend to + VP?

EX: Do they intend to run Man O' War in the first race?

.10 BE + NP + $\left\{\begin{matrix}considering\\thinking\ of\end{matrix}\right\}$ + Ving + (NP)?

EX: Are you considering getting married this summer?

.11 DO + NP + think + NP + will + VP?

EX: Do you think you will write a letter to the general about that?

.12 $\left\{\begin{matrix}BE + (NEG) + NP + \left\{\begin{matrix}asking\ if\\saying\ (that)\end{matrix}\right\}\\DO + (NEG) + NP + \left\{\begin{matrix}ask\ if\\say\ (that)\end{matrix}\right\}\end{matrix}\right\}$ + NP + $\left\{\begin{matrix}BE + \left\{\begin{matrix}planning\\going\end{matrix}\right\} + \left\{\begin{matrix}VP\\\emptyset\end{matrix}\right\}\\will + VP\\INTEND + VP\\THINK\ that + S\ (with\ future\ tense\ verb\ or\ present\ progressive)\end{matrix}\right\}$?

EX: Are you saying that you are planning to phone?
Did I ask if he will come?
Were they saying that they intend to get rough?
Didn't you ask if I think I'll do it?

3.8 report, express or inquire about want

report:

.1 $\left(NP + \left\{\begin{matrix}SAY\ (that)\\ASK\ if\end{matrix}\right\}\right)$ + NP + $\left\{\begin{matrix}would + (NEG) + like\\WANT\\DO + NEG + want\end{matrix}\right\}$ + $\left\{\begin{matrix}VP\\(for)\ NP + VP\\NP\end{matrix}\right\}$

EX: He said that she would like to participate.
They want you to call them.

express:

.2 $\left\{\begin{matrix}I\\We\end{matrix}\right\}$ + $\left\{\begin{matrix}would\ like\\WANT\end{matrix}\right\}$ + $\left\{\begin{matrix}VP\\(for)\ NP + VP\\NP\end{matrix}\right\}$

EX: I would like to be promoted.

.3 $\left\{\begin{matrix}I\\We\end{matrix}\right\}$ + DO + NEG + want + $\left\{\begin{matrix}VP\\NP\\(for)\ NP + VP\end{matrix}\right\}$

EX: I don't want to see you now.

inquire about:

.4 DO + NP + want + $\left\{\begin{matrix}VP\\NP\\(for)\ NP + VP\end{matrix}\right\}$?

EX: Does your daughter want a new bike?

.5 Would + NP like + $\left\{\begin{matrix}VP\\NP\\(for)\ NP + VP\end{matrix}\right\}$?

EX: Would you like a Macoun apple?

.6 $\left\{\begin{array}{l}\underline{DO} + NP + \left\{\begin{array}{l}\text{say (that)}\\\text{ask if}\end{array}\right\}\\\underline{BE} + NP + \left\{\begin{array}{l}\text{saying (that)}\\\text{asking if}\end{array}\right\}\end{array}\right\} + NP + \left\{\begin{array}{l}\text{would like}\\\underline{WANT}\\\underline{DO} + (NEG) + \underline{WANT}\end{array}\right\} + \left\{\begin{array}{l}VP\\NP\\\text{(for)}NP + VP\end{array}\right\}$?

EX: Did you say that they don't want any?
Are you saying that they don't want any?

3.9.1 report, express or inquire about approval

report:

.1 $\left(NP + \left\{\begin{array}{l}\underline{SAY}\text{ (that)}\\\underline{ASK}\text{ if}\\\underline{TELL} + NP + \text{(that)}\end{array}\right\}\right) + NP + \left\{\begin{array}{l}\underline{APPROVE} + \left\{\begin{array}{l}\emptyset\\\text{of} + \left\{\begin{array}{l}S\\NP\end{array}\right\}\end{array}\right\}\\\left\{\begin{array}{l}\underline{THINK}\text{ (that)}\\\underline{SAY}\text{ (that)}\end{array}\right\} + NP + \underline{BE} + \left\{\begin{array}{l}\text{fair}\\\text{good}\\\text{just}\\\text{as it should be}\\\text{honest}\\\text{nice}\\\text{okay}\\\text{fine}\\\text{polite}\\\text{ethical}\\\text{etc.}\end{array}\right\}\end{array}\right\}$

EX: She thinks that the procedure is ethical.
They said that they approve.
We asked if they said that the game was fair.

express:

.2 Good.

.3 Excellent!

.4 $\left\{\begin{array}{l}I\\We\end{array}\right\} + \underline{APPROVE} + \left\{\begin{array}{l}\emptyset\\\text{of} + \left\{\begin{array}{l}NP\\S\end{array}\right\}\end{array}\right\}$

EX: I approve of that kind of behavior, son.
We approve of what you did.

.5 $\left\{\begin{array}{l}That\\NP\end{array}\right\} + \underline{BE} + \left\{\begin{array}{l}\text{fair}\\\text{good}\\\text{just}\\\text{as it should be}\\\text{okay}\\\text{nice}\\\text{fine}\\\text{polite}\\\text{honest}\\\text{ethical}\\\text{etc.}\end{array}\right\}$

inquire about:

.6 $\underline{DO} + NP + \text{approve} + \left\{\begin{array}{l}\emptyset\\\text{of} + \left\{\begin{array}{l}NP\\S\end{array}\right\}\end{array}\right\}$?

EX: Do they approve?

.7 $What + \underline{DO} + NP + think + \left\{\begin{array}{l}\emptyset\\\text{of} + \left\{\begin{array}{l}S\\NP\end{array}\right\}\\\text{about} + NP\end{array}\right\}$?

EX: What do you think of his behavior lately?

.8 $\underline{BE} + NP + \text{all right}$?

EX: Is this all right?

.9 $\left\{\begin{array}{l}\underline{BE} + (NEG) + NP + \left\{\begin{array}{l}\text{saying (that)}\\\text{asking if}\end{array}\right\}\\\underline{DO} + (NEG) + NP + \left\{\begin{array}{l}\text{say (that)}\\\text{ask if}\end{array}\right\}\end{array}\right\} + NP + \left\{\begin{array}{l}\underline{APPROVE} + \left\{\begin{array}{l}\emptyset\\\text{of} + \left\{\begin{array}{l}S\\NP\end{array}\right\}\end{array}\right\}\\\left\{\begin{array}{l}\underline{SAY}\text{ (that)}\\\underline{THINK}\text{ (that)}\end{array}\right\} + NP + \underline{BE} + \left\{\begin{array}{l}\text{fair}\\\text{good}\\\text{just}\\\text{as it should be}\\\text{honest}\\\text{nice}\\\text{okay}\\\text{fine}\\\text{polite}\\\text{ethical}\\\text{etc.}\end{array}\right\}\end{array}\right\}$?

EX: Are you saying that they approve?
Didn't we ask if he said that the plans are fine?

3.9.2 report, express or inquire about disapproval

report:

.1 $\left(NP + \left\{\begin{array}{l}\underline{SAY}\text{ (that)}\\\underline{ASK}\text{ if}\end{array}\right\}\right) + NP + \left\{\begin{array}{l}\underline{DISAPPROVE}\\\underline{DO} + NEG + \text{approve} + \left\{\begin{array}{l}\emptyset\\\text{of} + \left\{\begin{array}{l}S\\NP\end{array}\right\}\end{array}\right\}\\\left\{\begin{array}{l}\underline{SAY}\text{ (that)}\\\underline{THINK}\text{ (that)}\end{array}\right\} + NP + \underline{BE} + NEG + \left\{\begin{array}{l}\text{nice}\\\text{fair}\\\text{just}\\\text{polite}\\\text{honest}\\\text{ethical}\\\text{etc.}\end{array}\right\}\end{array}\right\}$

EX: She said that she disapproves of our plans.
He asked if we think the punishment was just.
Teresa does not approve.

express:

.2 NP + should + NEG + {∅ / VP}

EX: She shouldn't treat him that way.

.3 It's not (very) + {nice / fair / just / polite / honest / ethical / etc.} + {∅ / VP}

EX: It's not very polite to refuse a gift.

.4 {That / NP / Ving + (NP)} + BE + {unfair / wrong / bad / unjust / impolite / irresponsible / not very nice / dishonest / unethical}

EX: Shortchanging people is dishonest.

.5 {I / We} + {CAN / DO} + NEG approve + {∅ / of + {S / NP / Ving + (NP)}}

EX: I don't approve of Fred's not re-enlisting.

inquire about:

.6 DO + NP + disapprove + {∅ / of + {Ving + (NP) / S / NP}} ?

EX: Do you disapprove of my dress style?

.7 DO + NEG + NP + approve + {∅ / of + {S / NP / Ving + (NP)}} ?

EX: Doesn't Felix approve of Mary's quitting smoking?

.8 BE + NEG + NP + all right?

EX: Isn't the paint job all right?

.9 {BE + (NEG) + NP + {saying (that) / asking if} / DO + (NEG) + NP + {say (that) / ask if}} + NP + {{DISAPPROVE / {CAN / DO} + NEG + approve} + {∅ / of + {NP / S}} / {THINK (that) / SAY (that)} + NP + BE + {unfair / wrong / bad / unjust / impolite / etc.}} ?

EX: Is he saying that they disapprove?
Aren't you saying that you can't approve?
Didn't he ask if you thought the colonel was impolite?

.10 DO + NP + THINK (that) + NP + BE + {unfair / wrong / irresponsible / etc.} ?

EX: Does he think the staff is irresponsible?

3.10.1 report, express or inquire about importance

.1 NP + {SAY (that) / ASK if / TELL + NP + (that)} + NP + {MATTER + {a lot + (to + NP) / ∅ / to + NP / very much (to + NP)} / BE + {important / essential / critical / crucial} + {∅ / to + NP}}

EX: He said that the conference matters very much to him.
They asked if the parts are essential.

express:

.2 NP + BE + {critical / essential / first priority / very important} + {∅ / to + NP}

EX: Accuracy is crucial to the success of the mission.

.3 NP + MATTER + {∅ / a lot + (to + NP) / to + NP / very much (to + NP)}

inquire about:

.4 $\underline{BE}$ + NP + {important / crucial / critical / essential} + {∅ / to + NP} ?

EX: Is this mission important to the success of the project?

.5 $\underline{DO}$ + NP + $\underline{MATTER}$ + {∅ / a lot + (to + NP) / to + NP / very much + (to + NP)} ?

EX: Does it matter?

.6 How + {important / critical / essential} + $\underline{BE}$ + {NP / Ving} + {∅ / to {NP / Ving + (NP)}} ?

EX: How essential is the information to our decision?

3.10.2 report, express or inquire about unimportance/indifference

report:

.1 (NP + {$\underline{SAY}$ (that) / $\underline{ASK}$ if / $\underline{TELL}$ + NP + (that)}) + NP + {$\underline{DO}$ + NEG + care + {∅ / about + NP / if + S / at all + (about + NP)} / $\underline{BE}$ + all the same to NP / $\underline{BE}$ + {NEG + important / low priority / NEG + critical}}

EX: She says that they don't care if we go or not.
They asked if it's all the same to us.
He doesn't care.
You said that the form is not really important.

express:

.2 {NP / S} + $\underline{DO}$ + NEG matter + {∅ / to + {me / us}}

EX: What he says doesn't matter to me.

.3 NP + $\underline{BE}$ + all the same to + {me / us}

EX: It's all the same to me.

.4 {I / We} + $\underline{DO}$ + NEG + care + {∅ / about NP / $\underline{if}$ + S}

EX: I don't care if we go or not.

.5 NP + $\underline{BE}$ + {not important / unimportant / low priority / not critical} + {∅ / to + NP}

EX: That is not important.

inquire about:

.6 $\underline{DO}$ + NEG + NP + care + {S / about + NP} ?

EX: Don't you care about your patients?

.7 $\underline{DO}$ + NEG + NP + matter (to + NP)?

EX: Doesn't it matter to him?

.8 $\underline{BE}$ + NEG + NP + important + (to + NP)?

EX: Isn't the taste important to you?

.9 {$\underline{BE}$ + (NEG) + NP + {saying (that) / asking if / say (that) / ask if} / $\underline{DO}$ + (NEG) + NP + {saying (that) / asking if / say (that) / ask if}} + NP + {$\underline{DO}$ + NEG + care + {∅ / about + NP / at all / S} / $\underline{BE}$ + {NEG + important / low priority / NEG + critical}} ?

EX: Are they saying that they don't care about their project?
Aren't you asking if the next step is critical?

3.11 report, express or inquire about anticipation

report:

.1 (NP + {$\underline{SAY}$ (that) / $\underline{ASK}$ if / $\underline{TELL}$ + NP + (that)}) + NP + {$\underline{CAN}$ + NEG + wait + {∅ / VP / for + {NP / S}} / $\underline{BE}$ + {looking forward to / really excited about / anticipating} + {NP / Ving + (NP)}}

EX: She can't wait to start work.
He said that they are looking forward to meeting you.

express:

.2 {I / We} + CAN + NEG + wait + { ∅ / VP / for + {NP / S} }

EX: We can't wait to start training.

.3 That will be + {ADJ(favorable) / NP}

EX: That will be super!
That will be a good party.

.4 {I / We} + BE + {looking forward to / anticipating} + {NP / Ving + (NP)}

EX: I sure am looking forward to Thanksgiving.

.5 {I / We} + BE + (really) excited + { ∅ / about + {NP / Ving + (NP)} }?

EX: I am really excited about studying Latin.

inquire about:

.6 BE + NP + {looking forward to / excited about} + {NP / Ving + (NP)}

EX: Are you looking forward to going to the party?

.7 { BE + (NEG) + NP + {saying (that) / asking if} / DO + (NEG) + NP + {say (that) / ask if} } + NP + BE + {looking forward to / excited about / anticipating} + {NP / Ving / ~~+ (NP)~~} ?

EX: Are you saying that you're anticipating your trip?
Didn't he ask if you're looking forward to training?

4.0 REPORT, EXPRESS OR INQUIRE ABOUT GETTING THINGS DONE (SUASION)

4.1 report, express or inquire about suggestions

report:

.1 (NP + {SAY (that) / ASK if / TELL + NP + (that)}) + NP + {SUGGEST / PROPOSE} + (that) + we + VP

EX: He said that you proposed that we cancel the session.
They suggested that we continue.

.2 NP + {SAY (that) / ASK if / TELL + NP + (that)} + we + {could / might / should} + {VP / consider + Ving}

EX: You said that we should consider an alternative.

express:

.3 Let's + VP

EX: Let's ask Jane if the work is ready.

.4 Shall we + VP?

EX: Shall we start dinner without him?

.5 We could + VP

EX: We could shovel the driveway together.

.6 What about + Ving...?

EX: What about asking Sgt. Ellis to go?

.7 We might + VP

EX: We might consider buying one.

.8 Why + DO + NEG + we + VP?

EX: Why don't we give Chris that responsibility?

.9 I + {suggest / propose} + that + we + VP

EX: I propose that we adjourn to the ice cream parlor.

.10 We should + (consider) + Ving + (NP)

EX: We should consider taking the train to New York.

.11 What would happen + if + we + VP?

EX: What would happen if we asked Susie to go instead?

.12 What do you say we + VP?

EX: What do you say we ask Ralph to go with us?

inquire about:

.13 BE + (NEG) + NP + {{suggesting / proposing / saying (that) + we + should} (that) + we} + VP?

EX: Are you saying we should buy this?

.14 DO + (NEG) + NP + {{suggest / propose} (that) + we / say (that) + we + should} + VP?

EX: Didn't the colonel suggest that we go through with it?

4.2 report, express or inquire about requests

report:

.1 ({NP + {SAY (that) / ASK if / TELL + NP + (that)}}) + NP + {REQUEST + {NP + VP / NP / that + S} / ASK + {that + S / if + NP + {could / would} + VP / for + NP} / BE + {requesting + {NP / that + S} / asking {for + NP / if + NP {could / would} + VP / that + S}}}

EX: He said that they requested a copy.
The general asked that we meet with him today.
They are requesting another secretary.

express:

.2 {Would / Could} + you + (please) + VP?

EX: Would you please turn down the volume on your stereo?

.3 Please + VP

EX: Please wait for Manuel.

.4 Would you be + {so kind as / kind enough} + VP

EX: Would you be so kind as to open the gate for me?

.5 Would you mind Ving + (NP)?

EX: Would you mind driving my sister home?

.6 {May / Can / Could} + NP + have + NP + Ved, (please)?

EX: Could I have Ambrose called to the phone, please?

.7 {I / We} need + NP

EX: I need a new typewriter ribbon.

.8 {I / We} + would be very grateful + {for + NP / if + S}

EX: I would be very grateful if you'd give the men a pep talk.

.9 {I / We} + BE + {requesting / asking for} + NP

EX: We are requesting better food in the dining halls.

.10 {I / We} + BE + {requesting / asking} + that + S

EX: I am requesting that more money be alloted to food service.

requests for information:

.11 (Excuse me), can you tell me + {NP / S} ?

Excuse me, can you tell me which is the road to Bombay?

.12 (Please) tell me + S?

EX: Tell me, will Capt. Storm be back today?

.13 Do you know + {NP / if + S} ?

EX: Do you know the time?

requests for suggestions:

.14 What + DO + you + {advise / suggest / propose} + {∅ / that + S / Ving + (NP)} ?

EX: What do you suggest?

.15 Please tell me what to do.

.16 What would you do + {∅ / (if you were) + in my shoes / in this situation / if + S} ?

EX: What would you do in my shoes?

inquire about:

.17 BE + (NEG) + NP + { requesting + { that + S / NP } ; asking + { that + S / if + NP + { could / would } + VP / for + NP } } ?

EX: Are you requesting that they join us?
Aren't they asking for help?

.18 DO + NP + { request + { that + S / NP + VP / NP } ; ask + { that + S / if + NP + { could / would } + VP / if + S / for + NP } } ?

EX: Did he request a copy?
Did they ask if we would verify the report?

4.3 report, express or inquire about invitations

report:

.1 (NP + { SAY (that) / ASK if / TELL + NP + (that) }) + NP + INVITE + NP + { to + NP / VP }

EX: He said that they invited him to the party.
We invited her to go fishing with us.

express:

.2 You are cordially invited + { VP / to + VP }

EX: You are cordially invited to a wine and cheese party.

.3 Please + VP

EX: Please come with us.

.4 { What about / How about } + Ving + (NP) ?

EX: How about joining the group that's touring the base?

.5 { I / We } would like to + { invite + NP + { VP / to + NP / to go + Ving } ; take + NP + { Ving / to + NP } }

EX: I would like to invite you to participate fully in the meeting.
We would like to take you dancing tonight.

inquire about:

.6 Is that an invitation?

.7 BE + NP + { asking / inviting } + NP + { to NP / VP } ?

EX: Are you inviting us to go?

.8 DO + NP + { invite / ask } + NP + { VP / to + NP } ?

EX: Did they ask you to the meeting?

4.4 report, express, or inquire about advice

.1 (NP + { SAY (that) / ASK if / TELL + NP + (that) }) + NP + { SAY + (that) + NP + { should / ought / better } + VP ; { RECOMMEND / ADVISE } + { that + S / NP + VP } }

EX: He asked if she said we should buy it.
The colonel recommends that they continue meeting until a decision is reached.

express:

.2 You should + VP

EX: You should just wait and see.

.3 You ought + VP

EX: You ought to switch to a vegetarian diet.

.4 { I / WE } + can recommend + { NP / Ving / that + S }

EX: I can recommend jogging.

.5 Why don't you + VP?

EX: Why don't you stop smoking today?

.6 You'll have + VP

EX: You'll have to keep trying.

.7 I advise you + VP

EX: I advise you to stay away from the edge of the cliff.

.8 If it were me, I'd + VP

EX: If it were me, I'd try all the auxiliary depots to get the part you need.

.9 You'd better + VP

EX: You'd better study the language some more.

.10 (I would say) + it would be to your advantage + VP

EX: It would be to your advantage to know the history of the country you're going to.

.11 (I think) + NP + would be + wise + {∅ / VP}

EX: I think you'd be wise to put in your order right away.

.12 Try + {NP / Ving + (NP)}

EX: Try a combination of diet and exercise to lose weight.

.13 (I think) + {Ving + (NP) / NP} + would be + {a good plan / wise / best}

EX: I think buying a new one would be wise.

inquire about:

.14 BE + (NEG) + NP + {{recommending / advising / saying (that)} + {that + S / NP + VP} / NP + {should / ought / better / had better} + VP}?

EX: Aren't they advising us to quit?
Are you saying that we'd better get out of here now?

.15 DO + NEG + NP + {{recommend / advise} + {that + S / NP + VP} / say (that) + NP + {should / ought / had + better} + VP}.

EX: Didn't you say that we should go ahead?

4.5 report, express, or inquire about warnings

report:

.1 NP + {{BE + warning / WARN / CAUTION / TELL} + NP + {that + S / VP / about + VP}}

EX: She is warning them to be careful.
We told him that that equipment is dangerous.

express:

.2 Be careful + {∅ / with + NP / (NEG) + VP / if + S / S}

EX: Be careful not to discuss the plan in his presence.

.3 If + S + then + S

EX: If the bandage is too tight, gangrene may result.

.4 {NP / Ving + (NP)} + BE + dangerous + {∅ / for + NP}

EX: Detonating the first charge will be dangerous.

.5 It + BE + dangerous + {∅ / VP / for + NP + (VP)}

EX: It is dangerous to swim in the swamp.

.6 Avoid + {NP / Ving}

EX: Avoid giving away secrets.

.7 (Carefully) + consider the consequences + (of + Ving + (NP))

EX: Carefully consider the consequences of moving to Alaska.

.8 DO + NEG + (you) + VP

EX: Don't play with political fire.

.9 Watch + { out + { ∅ / for + NP } / yourself / your step / your tongue / what you say }

EX: Watch out for the dog.

.10 NP + BE + a + { { tricky / touchy } + situation / delicate matter }

EX: This negotiating over bases will be a delicate matter.

.11 Let me warn you + { S / ∅ / about + NP / (NEG) + VP / that + S }

EX: Let me warn you: if we can't supply the part, they'll buy from someone else next time.
Let me warn you not to ruffle his feathers.

.12 cautioning IMPERATIVES

EX: Be prepared for anything.
Think carefully before you speak.

inquire about:

.13 BE + NP + { warning / cautioning } + NP + { ∅ / that + S / about + NP } ?

EX: Are you warning me?

.14 { BE + (NEG) + NP + saying / DO + (NEG) + NP + say } + (that) + NP + should + { be careful / avoid + { NP / Ving + (NP) } / watch out + { ∅ / for + NP } } ?

EX: Didn't he say we should avoid complications and red tape?

.15 DO + NP + { WARN / CAUTION / TELL } + NP + { ∅ / that + S / about + NP } ?

EX: Did you tell them that the pipes are leaking gas?

4.6 report, express, or inquire about directions/instructions/commands

.1 (NP + { SAY (that) / TELL + NP + (that) / ASK if }) + NP + { ORDER / TELL / COMMAND / INSTRUCT } + NP + (NEG) + VP

EX: They asked if we instructed him not to leave his post.
We told them to bring paper.

express:

.2 IMPERATIVES, both positive and negative

EX: Wild Bill, wait for me!

.3 I want you + VP

EX: I want you to take over the cooking.

inquire about:

.4 Is that an order?

.5 BE + NP + { ordering / telling / commanding / instructing } + NP + (NEG) + VP ?

EX: Are they ordering me not to stop?

4.7 report, express, or inquire about corrections

report:

.1 NP + { CORRECT + NP / SAY (that) + NP + { BE + { not right / incorrect / wrong / mistaken } / should be + { like this; (not like that) / this way, (not that way) / ADJ, (not ADJ) } / should + { change / delete / add / re + VERB / correct } + NP } }

EX: She corrected the final draft.
They said that the explanation is wrong.
You said that the draftsman should redraw the pattern.
She said we should add another section.

express:

.2 { I / We } + { think / believe } + NP + BE + (still) + { not correct / incorrect / wrong }

EX: I believe that your computer program is still not correct.

.3 ({ I / We } + believe) + (that) + NP + BE + { mistaken / wrong }

EX: I believe this is wrong.

.4 (Please) + { change / delete / add / re + VERB / correct } + NP

EX: Please add a graph here to make your explanation clearer.

.5 Not + { like that; like this / that way; this way / NP; NP / ADJ; ADJ }

EX: Not longer; shorter

.6 (Please) make + { the following / these / the necessary } + { changes / corrections }

.7 That's all wrong; NP + (will) have + VP

EX: That's all wrong; you have to sort the data before you can count them.

.8 NP + should be + { like this, / this way, / ADJ, / NP, } + (not + { like that / that way / ADJ / NP })

inquire about:

.9 BE + NP + correcting + NP?

EX: Are you correcting her work?

.10 { BE + NP + saying (that) / DO + NP + say (that) } + NP + BE + { wrong / mistaken / incorrect } ?

EX: Are you saying this is wrong?

.11 { BE + (NEG) + NP + { asking if / saying (that) } / DO + (NEG) + NP + { say (that) / ask if } } + NP + { should be + { NP (not NP) / like this, (not like that) / this way, (not that way) / ADJ; (not ADJ) } / should + { change / delete / add / re + VERB / correct } + NP } ?

EX: Are you saying that it should be like this?
Didn't they ask if they should delete the third paragraph?

5.0 ENGAGE IN SOCIAL RITUALS

5.1.1 greet formally (subordinate, peer, superior)

.1 Hello + {ø / , NP, + (how are you)? / , how are you?}

.2 Good + {morning / afternoon / evening} + {ø / , NP, (how are you)? / , how are you?}

5.1.2 greet informally (peer, subordinate)

.1 Hi + {ø! / , NP! / , how's it going? / , how are you? / , what's up?}

5.2 take leave

.1 Good-bye + {ø / , NP}

.2 See you + {later / tomorrow / soon / next + NP}

.3 {Say hello to / Give my regards to} + NP + (for me)

5.3.1 open conversation/engage in small talk informally (friends, family)

.1 How + HAVE + NP + been?

EX: How has your wife been?

.2 What have you + {been up to lately / been doing} ?

.3 Did you hear about + NP + (Ving)?

.4 How + BE + {your work going / your trip / NP}?

.5 What do you hear from + NP?

5.3.2 open conversation/engage in small talk formally with strangers or acquaintances

.1 How + BE + NP?

.2 DECLARATIVE SENTENCE stating purpose of encounter

EX: I'm collecting for muscular dystrophy today.

.3 What can I do for you {today / this morning / this afternoon / tonight} ?

.4 I've heard that you are quite interested in + {NP / Ving}

.5 Where are you from?

.6 Do you know + PROPER NAME?

.7 Have you ever been in + PLACE NAME?

5.4 end conversation

.1 You've been + {very / most / extremely} + helpful.

.2 I don't want to take any more of your time.

.3 I hate to rush off + (like this) + but I have + VP.

.4 It's + {been nice / so good} + {meeting you / talking to you / seeing you again}

.5 It's been a pleasure to meet you.

.6 We have to get together again + ({soon / sometime (soon)})

.7 That's all + (I have in mind for now)

5.5.1 introduce

.1 (NAME) + { I would like to introduce + { my + NP + name / name / my + NP } + to you
{ I would like to introduce you to / may I introduce you to / do you know / I would like (for) you to meet / have you met } + { my + NP + name / name / my + NP } }

EX: Mrs. Stone, I would like to introduce my sister to you.
May I introduce you to my commanding officer, Colonel Whitlow.

.2 NAME, + { ∅ / this / meet } + NAME.

.3 { Hello, / Good { morning, / afternoon, / evening, } } + { I am / my name is } + NAME.

5.5.2 respond to an introduction

.1 How do you do?

.2 { Delighted / Happy / Pleased } + to meet you.

.3 Glad to know you.

.4 It's nice to meet you.

.5 Hello!

.6 I've heard a lot (of good things) about you.

.7 I've been + { hoping / wanting / looking forward } + to meeting you.

5.6 begin/end a meal

.1 Host or hostess begins to eat.

.2 Help yourself + (to + NP)

EX: Help yourself to the mashed potatoes.

.3 (Please) + { begin / go ahead }

.4 A grace or blessing

.5 NAME, would you please start (passing) the + NP?

.6 Let's eat.

.7 Dig in.

.8 Enjoy + { ∅ / your meal }

.9 { Shall we / Let's } + move to the + { livingroom / diningroom } + { ∅ / for + NP }

.10 Host or hostess folds napkin and rises to leave table.

5.7 propose a toast

.1 I would like to + { toast + NP / propose a toast (to NP) }

.2 Here's to + NP.

.3 Best wishes to + NP.

.4 Congratulations + { ∅ / to NP + { on / (for) } + { NP / Ving + (NP) } }:

EX: Congratulations to Alfred on his marriage!

.5 Cheers!

.6 Here's looking at you!

5.8 express and receive sympathy/empathy

express:

.1 { I / We } + BE + so sorry to hear + { that + S / about + NP }

.2 { I / We } + BE + { so / very } + sorry + { ∅ / about + NP / that + S }

.3 Oh, no!

.4 That's + { horrible / awful / tragic / so sad }:

.5 {I / We} + {hear you / understand / sympathize + (with you) / know just what you mean / empathize + (with you)}

receive:

.6 Thank you so much + (for your concern)

.7 That's very + {thoughtful / kind} + of you

5.9 express and receive congratulations

express:

.1 Congratulations + {∅ / on + NP / to + NP + on +NP / to + NP + for Ving + (NP)} :

EX: Congratulations to Susan for winning the case!

.2 Best wishes + {∅ / in + NP / for + NP / to + NP + {on + NP / for + Ving + (NP)}}

receive:

.3 Thank you (very much).

5.10 express and receive gratitude

express:

.1 Thank you + {∅ / very much / so (very) much}

.2 Thanks + {∅ / so much / a million}

.3 How + {thoughtful / considerate / kind} + of you

.4 {I / We} + (really) + APPRECIATE + NP.

EX: I really appreciate your thoughtfulness.

.5 {I / We} + BE + (very) grateful + {∅ / for + NP}

EX: I'm very grateful for the flowers.

.6 {I / We} can't (begin to) tell you how + {grateful / appreciative / pleased / indebted / thankful} + {I / we} + BE

.7 You shouldn't have, but thanks.

receive:

.8 You're welcome.

.9 Think nothing of it.

.10 Happy to do it.

.11 Any time.

.12 My pleasure.

.13 You deserve it.

5.11 express and receive regret

express:

.1 {I / We} + BE + sorry + {∅ / that + S / about + NP}

EX: We're sorry about the rotten weather today.

.2 {I / We} + regret + {that + S / to + {inform you / tell you / say} + that + S}

EX: We regret to inform you that you are not a winner in the sweepstakes.

receive:

.3 That's O.K.

.4 Don't worry about it.

5.12 express and receive apology

express:

.1 {I / We} + BE + (very) sorry + {∅ / that + S / about + NP}

EX: I'm very sorry that my son picked all your tulips.

.2 (Please) forgive + {{us / me / NP / NP} + for + Ving + (NP)}

EX: Please forgive the intrusion.
Please forgive me for interrupting your meal.

.3 Excuse me. (after having discomforted or bothered someone)

.4 I beg your pardon.

.5 Pardon me.

receive:

.6 That's quite all right.

.7 Forget it.

.8 Don't worry about it.

.9 I forgive + NP + {∅ / for + (NEG) + Ving + (NP) / for + NP}

EX: I forgive him for forgetting my birthday.

.10 Excused.

.11 It's too late for apologies.

.12 The damage is done.

.13 No use crying over spilt milk.

.14 Being sorry doesn't help matters much.

.15 You couldn't help it.

.16 I know you didn't meant + {it / to / VP}

5.13 strike a bargain

.1 {That's / It's} + a + {deal / bargain}

.2 Agreed

.3 O.K.

.4 Done

.5 Let's shake (hands) on that.

.6 Fine.

5.14.1 give gifts

.1 Here's a(n) + {NP / little something} + (for + OCCASION).

EX: Here's a flower for Mother's Day.

.2 {I / We} + brought you + {a gift. / NP. / a little something.}

.3 I know you + {enjoy / are interested in / study} + NP + so I picked up + NP + for you.

EX: I know you enjoy lepidoptery so I picked up a butterfly net for you.

.4 Best wishes.

.5 Happy Birthday.

.6 Merry Christmas.

.7 Congratulations + {∅ / on your + {graduation / promotion / NP}}

5.14.2 receive gifts

.1 {How / That was very} + {thoughtful / generous / considerate} + of you

.2 Thank you ((so) (very) much)!

.3 Thanks + {a lot / a million}

.4 What + a(n) + ADJ (favorable) + NP!

EX: What a beautiful necklace!

.5 It's just what + {I / We} + {wanted / needed}

.6 NP + BE + ADJ (favorable)

EX: It's perfect!

5.15 tell jokes

.1 You won't believe this.

.2 Guess what + {I heard / happened to me + TIME PHRASE}

.3 Have you heard the one about . . . .?

.4 Here's a good one.

.5 The + {funniest / strangest / most unusual} + thing happened to me + TIME/PLACE PHRASE

5.16 telephone behavior

5.16.1 answer

.1 Hello, + (NAME OF BUSINESS OR RESIDENT).

.2 Good + {afternoon, / evening, / morning,} + {NAME OF BUSINESS / POSS + residence / NAME + speaking}

EX: Good afternoon, Patrick Henry speaking.

5.16.2 respond to answer

.1 Hello. This is + {BUSINESS / NAME}

5.16.3 request to speak to someone

.1 May I please speak to + {NP / NAME / extension ###} ?

.2 Could you please + {connect me with / put me through to} + {NP / NAME / extension ###} ?

5.16.4 respond to such request

.1 One moment please.

.2 I'll see if (s)he's in.

.3 Just a minute, please.

.4 (S)He's + {in a meeting / not in / not at home / not at his/her desk / out of the office / busy / at lunch} + (right now)

.5 (S)He can't come to the phone right now.

5.16.5 wrong number

.1 I'm afraid you have the wrong number.

.2 What number are you dialing?

.3 Please dial again.

.4 I'm sorry. There's no one here by that name.

5.16.6 long distance

.1 I would like to place a + {long distance / collect / person to person / station to station} + call to + {PLACE NAME / NAME}

.2 What number (are you calling)?

.3 Who may I say is calling?

.4 ((What's) your) name, please?

.5 What number are you dialing from?

.6 ((What's) your) number?

.7 The number is area code ### - ### - ####

.8 (What) city, please?

.9 Do you accept the charges?

5.16.7 hold

.1 Please hold.

.2 Would you like to hold or would you prefer to call back?

5.16.8 messages

.1 May I take a message?

.2 Would you like (for) him/her to + {call you / return your call} ?

.3 What's your name and number, please?

.4 May I leave a message for + NP?

.5 Could you please + {take a message / leave a message for NP / give a message to NP} ?

5.16.9 end conversation (telephone)

.1 You've been + {extremely / most / very} + helpful

.2 I don't want to take up any more of your time.

.3 I've already taken too much of your time.

.4 We're running up quite a phone bill.

.5 It's been really nice talking to you.

.6 I hate to cut you off but I really have + VP

.7 I have to hang up now.

.8 I believe that's all I needed to + {discuss with you / ask you about / tell you}

5.16.10 take leave

.1 Good-bye + {Ø / ,NAME}

.2 Talk to you later.

.3 You'll be hearing from me.

5.17 give warnings/safety instructions

.1 Watch out.

.2 Be careful.

.3 Don't {fall / slip / VP}

.4 Look where you're going.

.5 Fire!

.6 Caution.

.7 Danger.

.8 Imperative phrases and descriptions used on signs in public place to warn of hazards

EX: {SLIPPERY WHEN WET / HARD HAT AREA / POISON / NO SMOKING}

5.18 be hospitable

.1 {Won't you / Please} + come in

.2 {Won't you / Please} + have a seat

.3 Make yourself at home.

.4 Welcome + {Ø / to + NP}

.5 Can I get you anything?

6.0 MANAGE COMMUNICATION

6.1.1 interrupt

.1 Excuse me + {ø / but + S}

.2 Just a moment, (may I interrupt?)

.3 May I have a moment of your time, please?

.4 Could I have your attention, please?

.5 I'm sorry to interrupt + {ø / but + S}

.6 Hey, + (NP), + S.

.7 Listen, + (NP), + S.

.8 May I have the floor?

6.1.2 acknowledge interruption

.1 {Sure, / Please,} + go ahead.

.2 Excused.

.3 Yes?

.4 It's no interruption.

.5 Don't interrupt (me).

.6 Just a minute (please).

.7 Patience, please.

.8 That's O.K.

.9 The floor is yours.

10. We're listening.

11. You have + {it / our attention}

6.2 sequence communication

.1 {ORDINAL NUMBER / (And) then / Finally / Next} + NP + {will discuss / will talk about / will + VP} + NP.

EX: First we will talk about your performance so far.
Next, we will discuss your grade for last week's exam.

.2 NP + LEAVE + NP + for + {last / the end / the conclusion}

EX: We'll leave the topic of evaluation formats for the end.

.3 First of all, + NP will
in conclusion, NP + will

EX: First of all, I'll describe the methods of bridge demolition with plastic explosives.
In conclusion, I'll compare those methods with older ones in terms of safety and effectiveness.

.4 First of all + S
in conclusion + S

EX: First of all, the competent radio operator always keeps his or her equipment in top working order.
In conclusion, the science and art of the radio technician keeps the Army "in touch."

.5 Let's save + NP + for later.

EX: Let's save the questions for later.

.6 At the end of + NP, NP will + discuss + NP.

EX: At the end of the program, Dr. Shake will discuss the papers.

.7 Number N + {S / NP}

EX: Number one: the food, number two: the accomodations, number three: the service; they were all inadequate.

6.3 refocus and/or adjust communication

.1 Let me be sure I + {understand you / follow you}

.2 Are you saying that + S?

.3 That's very interesting, but I don't believe it's related to + {NP / this + } {matter / topic / subject}

.4 Let's stick to the topic.

.5 Let me rephrase + {NP / what I just said}

.6 That is not exactly what I was asking. Let me rephrase my question.

.7 Do you mean + NP?

.8 (No,) I meant + NP.

.9 NP + BE + {off / not on / not related to} + the topic.

EX: That comment was off the topic.

.10 NP + BE + NEG + exactly what I + {want / need} + {to* know / to discuss / to talk about}

.11 What does + NP + have to do with + NP?

6.4 control speed

.1 Could you speak a little more + {quickly / slowly} + (,please)?

.2 I'm having trouble following you.

.3 I didn't + {catch that / get that / understand that}

.4 Am I + {going / speaking} + too + {fast / slowly} ?

.5 Slow down.

.6 You speak too + {quickly / slowly}

.7 {Shall / Should} + I + {slow down / speed up} ?

*NP must be inanimate.
"Fred isn't exactly what I want to know" is not a permissible sentence.

6.5 control volume

.1 Whisper.

.2 Could you speak a little more + {loudly / softly} + (,please)?

.3 Am I speaking + {loudly / softly} + enough?

.4 Can you hear me?

.5 Speak up.

.6 {Louder / Softer} + (please).

.7 I can't hear you.

.8 Could you + {lower your voice, / speak up, / raise your voice,} + (,please)?

.9 SHHH.

.10 Quiet down.

.11 Don't talk so + {loudly / softly}

6.6 request repetition or offer to repeat

.1 Repeat, please.

.2 I'm sorry, I didn't + {catch / understand} + NP.

.3 Shall I repeat + NP?

.4 Could you please repeat + NP?

.5 I + {didn't / couldn't} + follow you.

.6 Would you mind repeating + NP?

6.7 comment on or inquire about intelligibility

.1 I didn't understand + NP.

.2 {CAN / DO} + NP + understand + {ø / NP} ?

EX: Do you understand him in spite of his accent?

.3 DO + NP + make sense?

.4 NP + BE + very clear.

.5 NP + MAKE + {sense / good sense / no sense at all}

.6 There's noise on the line. I can't understand you.

.7 There's a lot of static.

.8 It's too noisy in here.

.9 Don't mumble.

.10 Speak clearly, please.

.11 Am I making myself clear?

6.8.1 change topic

.1 If you don't mind, I'd like to + {discuss + NP / talk about + NP / change the topic}

.2 If I may change the topic . . .

.3 There's something I've been meaning to talk to you about.

.4 That reminds me . . .

.5 Did you hear about . . .

.6 DECLARATIVE SENTENCE or INTERROGATIVE SENTENCE ON NEW TOPIC.

.7 Let's {change the topic / talk about + NP}

6.8.2 consent to change topic

.1 Go ahead.

.2 That's + {fine / very interesting}

.3 I'm glad you brought + NP + up

.4 I don't mind.

.5 I was just thinking of + NP

.6 O.K.

6.8.3 refuse to change topic

.1 I'd rather not talk about + NP + right now

.2 I'd rather talk about + NP + some other time

.3 Not now, please.

.4 That (really) doesn't have anything to do with + NP

.5 I mind.

.6 Everyone here isn't interested in + NP

.7 We aren't through discussing + NP + yet

6.9 request questions and/or comments

.1 Any questions or comments?

.2 I'd be happy to answer any questions.

.3 Please feel free to discuss + NP.

.4 I'd appreciate your reactions to + NP.

6.10 request or offer translation/explanation/clarification

.1 DO + (NEG) + NP + mean + {NP / that - CLAUSE} ?

.2 Could you please explain + NP + to me?

.3 What does that mean in + LANGUAGE NAME?

.4 How do you say + NP + in + LANGUAGE NAME?

.5 ONE WORD OR SHORT PHRASE QUESTIONS based on previous information.

EX: At this base?
Now?

.6 DO + NP + {say / mean} + that + S?

.7 {Can / Would} + you translate + NP + for me, (please)?

.8 I'll be happy to explain + {∅ / NP}

.9 Let me clarify that.

10. Could you please clarify + NP?

Rolebooks for English

The six Rolebooks for English which follow are intended to provide the developer with examples of English language utterances which would be appropriate for the relative professional and social position of a jobholder in each role. For each of the six roles, utterances are presented for three functional categories in three different modes of conversation. The three functional categories are: 2.0 Report, express, or inquire about intellectual attitudes, 3.0 Report, express, or inquire about emotional attitudes, and 4.0 Report, express, or inquire about getting things done (suasion). Utterances in the other functional categories are standard; they are not expected to vary among roles. The three modes of conversation are polite, neutral, and brusque (see below).

The six technical roles: Commander, Instructor, Advocate, Advisor, Questor, and Aide have been determined by interviews with jobholders, analysis of a range of military job descriptions, and examination of job products. The six roles are adequate to define the socioprofessional dimension of the language requirement for the vast majority of military jobs.

It is important to note the following points concerning the roles concept:

- The roles concept covers only those situations in which an interpersonal communicative exchange occurs in the course of job performance. Situations in which the jobholder interacts with written materials (e.g., the Communicative Activities "SCANS", or "REVIEWS") or is the receiver of a one-sided transfer of information (e.g., "MONITORS", or "NOTES") do not involve consideration of a technical role.
- Differences between roles are variations in the overall affective messages conveyed in a professional communicative exchange. Therefore, in comparing two roles it may be necessary to look at the general

affective tone carried in the utterances from a number of functions taken as a group. A line-by-line or utterance-by-utterance comparison of roles for a given function may not yield easily recognizable differences; the consideration of a larger unit of analysis will make the variations more evident.

- The labels for the three modes of conversation are intended as mnemonic devices rather than as exact descriptions of the categories:
  "Polite" utterances represent the most polite way of expressing a function rather than the only polite way. It is usually also the most formal of the three modes.
  "Brusque" utterances are abrupt or informal rather than rude or ill-mannered. All of the utterances given under any category are appropriate means of expression for the military jobholder who wishes to do his/her job "without insult" to the speakers of the target language.
  "Neutral" utterances convey the smallest amount of affective overtone of the three modes of conversation. They are in contrast with both the polite and brusque modes, which may carry connotations of authority, familiarity, deference and the like in addition to that expressed by the role itself.

ADVOCATE: The Advocate is someone who is quite knowledgeable about, though probably not expert in, a given set of topics. S/he acts only in response to requests for information from host country nationals.

The task is to obtain a clear picture and statement of the requestor's needs or desires and then to pass that statement on to U.S. sources of information. The task then becomes one of obtaining information from those sources, probably in English. That information is passed back, in the host country language, to the requestor who reacts, refining his/her request. That refined request is taken back to the U.S. sources who provide more refined information which in turn is passed back again to the requestor. This process is repeated until the information from U. S. sources approximates the requestor's needs as closely as possible or until the requestor tailors his/her needs to the information available.

INSTRUCTOR: An Instructor by definition outranks all other participants in a transaction. S/he teaches, or imparts information, by delivering knowledge or by imparting skills to learners. The Instructor evaluates the performance of the learner, prescribes additional instruction if necessary, and provides the teaching needed. The Instructor is responsible for the learner's performance in the instructed activity beyond the limits of the instructional activity.

ADVISOR: The Advisor operates from his/her position as expert, but only in response to a request. S/he passes on to the requestor his/her (the Advisor's) judgment about the best way to deal with the requestor's problem, or with a situation described by the requestor. The "best" way in a given situation may be, for example, the most effective, or least expensive. It will be defined within certain predetermined limits, such as constraints on fiscal budget or personal resources. The Advisor's duties include giving the best possible advice within the limits of the circumstances. Some of these limits may be: 1) the ability of the requestor to comprehend the advice or information, 2) government or company policies; for example, classification, and 3) limitations on information flow. The Advisor is not responsible for the execution of plans developed by the requestor. If the requestor asks that a plan be executed, and the Advisor agrees, at that point s/he assumes the TECHNICAL ROLE of Instructor or Commander.

2.0 REPORT, EXPRESS, OR INQUIRE ABOUT INTELLECTUAL ATTITUDES

2.1.1 Report, express, or inquire about agreement

ADVOCATE:

Polite
-I would be inclined to agree that this information is X.
-Do you concur that this is the information you require?

Neutral
-Do you agree that X?
-I agree.

INSTRUCTOR:

Polite
-Do you agree?
-I absolutely agree.
-Your opinion is well-founded.
-Are we in agreement on this now?

Neutral
-I agree.
-Do you agree?

ADVISOR:

Polite
-I wholeheartedly agree.
-I'm in complete accord.
-Can I assume that you agree with him/her on that?

Neutral
-S/he agrees.
-That's okay with me.
-Don't you agree?

ADVOCATE:

Brusque
-Of course.
-Okay?

INSTRUCTOR:

Brusque
-True.
-Right.

ADVISOR:

Brusque
-Yes.
-Okay.
-Right.
-Agreed.
-Sure.
-Okay?

2.1.2 Report, express, or inquire about disagreement

Polite
-I'm afraid I don't agree.
-Are you saying you disagree with X?

Neutral
-You disagree with X, don't you?
-I must disagree.

Brusque
-I can't accept that.
-You disagree?

Polite
-Although your opinion is shared by many, I'm afraid I don't agree.
-Aren't you in agreement with X?

Neutral
-I must disagree with X.
-You don't agree, do you?

Brusque
-Not right.
-You disagree?

Polite
-You seem to be uncomfortable with X.
-I'm afraid I don't agree.
-It would be hard for me to go along with that.

Neutral
-I don't share that opinion.
-Doesn't s/he agree with you?
-I don't think so.
-I don't entirely agree with that.

Brusque
-Not really.
-No.
-I disagree.
-You disagree, right?

2.2.1 Report, express, or inquire about an offer

Polite
-I am ready to do whatever I can.
-Please take a copy.
-If it would be helpful to you I can ask about X.
-Are you offering to X?

Neutral
-Can I find out about X for you?
-I'd like to give you this.
-Then, you will X for me?
-What can I do for you?

Polite
-Here's something you may find interesting.
-Perhaps I can help you with that.
-Would you like to know about X?
-Are you offering to X?
-Perhaps you can offer an explanation.

Neutral
-Are you saying you will X?
-Do you want to know about X?
-What do you need to know? I'll tell you if I can.
-Can I help you with X?

Polite
-I can offer you some additional {time / information} if that would be beneficial.

Neutral
-Please take one of mine.
-Did s/he offer to sent it over?

Brusque
-Is that an offer?
-If you need it, go ahead and take it.

ADVOCATE:

Brusque
-Help yourself.

INSTRUCTOR:

Brusque
-Tell me what you need to know.
-Are you going to X or not?

ADVISOR:

2.2.2 Report, express, or inquire about declining an offer

Polite
-As I understand you, you no longer need X.
-Are you saying you'd rather I didn't?
-That's very considerate of you, but no, thank you.

Neutral
-Are you saying that's not what you really need?
-Are you saying you don't want X?
-Please don't trouble yourself.
-No, thank you.

Brusque
-No thanks.
-I can't accept that.
-No?
-Don't you want X?

Polite
-I'm afraid I'll have to refuse the offer.
-Thank you for the offer, but I won't need it after all.
-Don't you want me to X, for you?

Neutral
-No, thank you.
-Not now, thank you.
-That's not necessary.
-Are you saying you don't want me to X?

Brusque
-Do you want X or don't you?
-You don't want me to X?
-No thanks.
-Nope.

Polite
-It's very nice of you to offer, but I'll really have to do it myself.
-S/he sends his/her thanks, but says s/he sorry s/he won't be able to accept the offer.

Neutral
-No, thank you.
-Thanks, not this time.

Brusque
-Forget it.
-No, thanks .
-Don't worry about it.

2.2.3 Report, express, or inquire about accepting an offer

Polite
-In other words, you want me to X for you?
-I'd really appreciate that, thank you.

Neutral
-Thank you very much.
-Then, you want me to?

Brusque
-Thanks a lot.
-Okay.
-Please.

Polite
-Thank you very much.
-That would be very nice.
-You want me to X, don't you?

Neutral
-Fine, thank you.
-Please go ahead.
-Is that all right?

Brusque
-Go ahead.
-Sure.
-Please.
-Okay?

Polite
-That's very kind of you.
-Thank you very much. We can really use your help.
-It is with great pleasure that we accept your offer.

Neutral
-Thank you very much, yes.
-I accept your offer.

Brusque
-Thanks.
-Okay.

2.3.1 Report, express, or inquire about remembering

ADVOCATE:

Polite
-As I recall, X.
-Do you happen to remember X?

Neutral
-I remembered to X.
-I remember that X.
-Do you remember?

Brusque
-Remember X?
-Oh, yes.
-Of course!

INSTRUCTOR:

Polite
-If I remember correctly, X.
-I'm sure you remember X.
-Do you recall X?
-Does this remind you of anything we've studied before?

Neutral
-Of course. I remember now.
-I can remember X.
-Is it coming back to you now?
-Can you remember X?
-Can you tell me about X?
-Do you have your X?
-He has a mind like a steel trap.

Brusque
-I remember X.
-X comes to mind.
-Remember?
-Did you remember your X?

ADVISOR:

Polite
-I recall a similar situation in which we X.
-Do you remember anything about it?
-Do you happen to recall anything about it?

Neutral
-If I remember correctly, X.
-Do you remember?
-What do you remember?

Brusque
-Tell me exactly what you remember.

2.3.2 Report, express, or inquire about forgetting

Neutral
-Have you forgotten about X?
-I'm afraid I forgot to X.

Brusque
-I forgot X.
-Did you forget X?

Polite
-Maybe it will come back if I give you a hint.
-I used to know, but I've forgotten.
-Perhaps it's not as clear as it used to be.
-Could it be you've forgotten X?

Neutral
-I've forgotten how to X.
-I can't remember.
-I can't place X.
-The face is familiar, but I can't recall the name.
-Where did I leave my X?
-Oh! You've forgotten. Let me give you a clue.
-Can't you remember X?
-It's terrible to have such a bad memory.

Polite
-I'm afraid I've forgotten X.
-Did that slip your mind?
-I was wondering if you had forgotten it.

Neutral
-I can't remember right now.
-Did you forget?
-I suppose I forgot.

Brusque
-I forgot.

ADVOCATE:

INSTRUCTOR:

ADVISOR:

Brusque
-I forget.
-You mean you've forgotten.
-You don't remember it at all, do you?
-He has a mind like a sieve!
-Why do you always forget your X?
-Forgot again ?

2.4.1 Report, express, or inquire about possibility

Polite
-I believe it will be possible to X for you.
-In all likelihood, we will have X by tomorrow.
-Do you believe it will be possible to X?

Neutral
-It's very possible.
-We can probably provide that.
-Is X possible?

Brusque
-Can that be done?
-Could be.
-Perhaps.

Polite
-It could be the case that X.
-There is a possibility that X.
-It might be true that X.
-Could that be possible?

Neutral
-Maybe X.
-It's possible that X.
-Is X possible?

Brusque
-Could be.
-It's possible.
-Could that happen?

Polite
-I think X is the most likely.
-Would it be possible?
-In my opinion, X is possible.

Neutral
-It would be possible to X.
-What is the possibility that they'll arrive soon?
-What are the chances of that happening?

Brusque
-Is that really likely?
-Perhaps.

2.4.2 Report, express, or inquire about impossibility

Polite
-It may be impossible for us to X.
-I'm afraid that's impossible.
-Does that seem unlikely to you?

Neutral
-That's impossible.
-That won't be feasible.
-Is X impossible?
-Isn't it unlikely that X?

Brusque
-Can't be done.
-Impossible!

Polite
-X is not very likely.
-I doubt that X is possible.
-Do you think X is impossible?

Neutral
-It can't happen.
-It's not possible.
-Is X impossible?

Brusque
-Ridiculous!
-Impossible!
-Impossible?
-Will it or won't it?

Polite
-Has that proven to be impossible in the past?
-I'm afraid that will be impossible.
-Given the circumstances, it's very unlikely.

Neutral
-From what I've been told, that's impossible.
-Doesn't seem likely.

Brusque
-I doubt it.
-That's impossible.

2.5.1 Report, express, or inquire about capability

ADVOCATE:

Polite
-I should be able to take care of your request with no difficulty at all.
-Fortunately, we have a great deal of available expertise in that area.
-I'm sure we can.
-Will you be able to X?

Neutral
-We can handle it.
-I can X.
-Our staff is very good at X.
-Can you X?

Brusque
-No problem!
-Can do!
-Can you?

INSTRUCTOR:

Polite
-I would think you should be able to do that.
-I'm sure you're capable of the job.
-Do you think he'll be able to do by himself, or will he need some assistance?

Neutral
-You can do it.
-Just leave it to me.
-Do you think you're up to X?
-Are you good at X?
-Can you do it?

Brusque
-You can!
-Done.
-Will you finish on time?
-Can you?
-Okay?

ADVISOR:

Polite
-As I understand it, your people have that expertise already.
-I'm sure we can take care of that.
-Would you be able to do that?

Neutral
-You can {take care of it / handle it}.
-Can you do that?

Brusque
-You can.

2.5.2 Report, express, or inquire about incapability

Polite
-Unfortunately, that information is so sensitive we may have trouble getting it released.
-As I understand then, you're not able to specify your needs precisely at this time. Is that right?

Neutral
-We can't handle your request as it's stated now.
-I don't have the expertise to answer that question without some research.

Brusque
-I can't do it.
-Can't you be more exact?

Polite
-I'm very sorry, but I can't do X.
-I'm afraid I don't have the energy.
-You really don't have the background information this requires.
-Are you concerned about your ability to X?

Neutral
-I can't do that.
-I don't think you'll be able to do X.
-You can't do X, can you?

Brusque
-I can't.
-Why can't you?
-You can't do X.
-Don't you know how?
-Can't s/he, or can't s/he?

Polite
-I'm afraid you won't be able to do that.
-Are you sure that you're unable to do that?

Neutral
-We just don't have that capability.
-Do you have the expertise?

Brusque
-Can't do it.

2.6 Report, express, or inquire about need

ADVOCATE:

Polite
-In order to serve you better, I will need a complete description of your problem.
-Would this be the kind of information you would require?

Neutral
-Will it be necessary to let your superior see this?
-I won't need all the details to begin the inquiry.

Brusque
-Do you need it right now?
-I really need to know.

INSTRUCTOR:

Polite
-Do you need for me to give you {an example / an explanation} ?
-You will need a slide rule to perform those calculations.

Neutral
-You need to listen carefully.
-What do you need?

Brusque
-Need something?
-That's not necessary.

ADVISOR:

Polite
-It would really be helpful if you could specify your needs completely.
-Is there anything you need?

Neutral
-You will need the following: X, Y, and Z.
-It is essential that you have X.
-What is required for X to occur?

Brusque
-What's missing?
-Are you sure you need it?

2.7.1 Report, express, or inquire about certainty

Polite
-I can assure you that this information is from a highly reliable source.
-Do you suppose that this will be enough information?

Neutral
-No doubt you've been apprised of the situation.
-I'm convinced that we can help you.

Brusque
-I'm absolutely sure of that.
-Are you sure?

Polite
-Are you quite certain?
-I am reasonably sure that X.
-Based on the evidence, I would say we can conclude that X.

Neutral
-I know for a fact that X.
-There's no doubt that X.
-How sure are you?

Brusque
-Are you positive?
-Maybe.
-You're sure, huh?
-I'm positive.

Polite
-I'm prepared to stand by that statement.
-Are you really quite certain?
-As far as we know, that's correct.
-Our information is highly reliable.

Neutral
-Are you sure?
-I know for a fact that X.

Brusque
-I'm positive.
-How sure are you?

2.7.2 Report, express, or inquire about uncertainty

Polite
-I'm not really sure we'll be able to find what we're looking for in these resource materials.
-Did you say that you doubted the truthfulness of his testimony?

Polite
-I'm not absolutely sure about that.
-I really can't say for sure.
-Are you unsure about that?

Polite
-Unfortunately, this is based on incomplete information.
-From my experience, I doubt it.
-You seem to be a little unsure about that.

ADVOCATE:

Neutral
-I can't say for sure.
-The secretary isn't sure she can find the reference.
-Are you uncertain about his response?

Brusque
-Do you doubt it?
-I'm just not sure!

INSTRUCTOR:

Neutral
-I'm uncertain about that.
-Aren't you sure?
-You're not really certain, are you?

Brusque
-You don't really know, do you?
-You got me.

ADVISOR:

Neutral
-I'm not sure.
-Are you sure?

Brusque
-I just don't know.
-If you're unsure, just tell me.

2.8 Report, express, or inquire about obligation

Polite
-I was told that you are responsible for X.
-Do you agree to let us know if the report isn't satisfactory?

Neutral
-I promise to call you as soon as I know.
-You're under no obligation to do anything at this point.

Brusque
-That's your responsibility, not mine.
-That's what I'm here for.

Polite
-X is a prerequisite for Y.
-You are required to complete X before tomorrow.
-Are you required to do that?

Neutral
-This is due Wednesday.
-It is your responsibility to keep up with the lab assignments.
-Don't you have to X?

Brusque
-You have to..
-It's required.

Polite
-I believe you {must / are obligated to} send all requests through channels.
-Are you required to file a report?

Neutral
-It's your responsibility to X.
-What are your responsibilities here?

Brusque
-You {must / have to}.
-Do you have to?

2.9.1 Report, express, or inquire about a request for permission

Polite
-It would be helpful if I could have your permission to question Sgt. Adams in logistics.
-With your permission, I'll initiate the computer search.

Neutral
-Did you ask him if we could start the inquiry process?
-If it's all right with you, I'll make the necessary changes in your original request.

Polite
-Would anyone be bothered if we skipped this exercise for now?
-Do you mind if we go on to the next step?
-Are you asking to be excused from class Tuesday?

Neutral
-Let me go over this again.
-May I help you with that one?

Polite
-May I please X?
-Would it bother you if I X?

Neutral
-I hope you won't mind if I X.

Brusque
-I'm going to X, okay?
-Are you asking to X?

ADVOCATE:

Brusque
-May I?
-Can I get this going?

INSTRUCTOR:

Brusque
-I'm going to skip this for now, okay?

ADVISOR:

2.9.2 Report, express, or inquire about granting of permission

Polite
-Did you say that the General had given us permission to expand the scope of our inquiry?
-Am I to understand that you will allow us to use your translator?

Neutral
-Then you don't mind?
-Did he say it's okay?

Brusque
-Just go ahead and do it.
-All right.

Polite
-Yes, you may.
-Please go ahead.
-Are you saying that he has the Colonel's permission?

Neutral
-Excused.
-Of course.
-Permission granted.
-Does that mean you have his permission?

Brusque
-Okay.
-Sure.
-Yep.
-Okay?

Polite
-Please, go ahead.
-Am I to understand that you give your permission for X?

Neutral
-Of course you may.
-Does that mean it's all right with you?

Brusque
-Yes.
-Okay.
-Go ahead.
-Did you say "okay"?

2.9.3 Report, express, or inquire about denial of permission

Polite
-I'm afraid I won't be able to allow that.
-Are you saying, then, that you won't be able to give your permission at this time?

Neutral
-We were denied access to that kind of information.
-I'm afraid I won't be able to give you access to "Top Secret" documents.

Brusque
-I'm afraid you can't.
-Did you say "no"?

Polite
-I'm sorry, but that's just not possible.
-Are they refusing to allow it?

Neutral
-Permission denied.
-Not now.
-Are you saying no?

Brusque
-No.
-Of course not.
-No?

Polite
-I'm very sorry but I cannot grant your request.
-Are you unable to give your permission?

Neutral
-I'm afraid that's impossible.
-Are you turning down my request?

Brusque
-Forget it.
-You mean you won't let me X?
-Impossible.

2.10.1 Report, express, or inquire about denial

ADVOCATE:

Polite
-If I understood you correctly, you wish to deny that statement?
-I really don't believe that they're withholding information from you deliberately.

Neutral
-That's not the way I remember it.
-Are you saying that's not true?

Brusque
-I deny it.
-No, I didn't.

INSTRUCTOR

Polite
-I am afraid I see it differently.
-Are you saying that you deny it?

Neutral
-That's not true.
-I did not.
-Do you deny it?

Brusque
-That's a lie.
-Never!

ADVISOR:

Polite
-I'm afraid you may be misinformed. As I understand the facts, X.
-Do you have reason to believe that's untrue?

Neutral
-I really must protest.
-Are you saying that's not true?

Brusque
-That's a lie.
-Do you deny it?

2.10.2 Report, express, or inquire about affirmation/confirmation

Polite
-Do you think it happened substantially the way he described it?
-Would you be willing to confirm [illegible] report?

Neutral
-I can vouch for the accuracy of this report.
-Is it true that X?

Brusque
-Right?
-That's true, isn't it?

Polite
-That's absolutely true.
-I can't deny that.
-Can you confirm that?

Neutral
-That's correct.
-Yes, I did.
-Is that right?

Brusque
-Absolutely.
-Right.
-Right?
-True.

Polite
-You are absolutely correct.
-Would you be willing to confirm that report?

Neutral
-Yes, that's true.

Brusque
-Of course.
-Yes.
-Right?

2.11 Report, express, or inquire about awareness

Polite
-From what you've just said, I would guess that no one told you about the changes.
-I don't believe I'm fully acquainted with your information needs.

Polite
-The Colonel wasn't informed of X.
-Have you ever studied X before?
-Have you ever heard of X?
-I have been informed that X.

Polite
-Have you been informed about it?
-I don't believe that's been brought to my attention before.

ADVOCATE:

Neutral
-Are you aware that that information is available in the open literature?
-I didn't know about it till just now.

Brusque
-No one told me.
-You mean you didn't hear?

INSTRUCTOR:

Neutral
-I didn't know that.
-Do you know about X?
-You studied X last year, didn't you?
-I know all about X.
-I'm aware of its existence.

Brusque
-Don't know, do you?
-Haven't you heard?
-I know.
-I don t know.

ADVISOR:

Neutral
-Are you aware that X?
-I don't think I've been told.

Brusque
-Didn't you know that?
-Nobody told me.

2.12.1 Report, express or inquire about difficulty

Polite
-Are you saying that the wording of this request is too complicated?
-I'm afraid there are going to be complications in filling your request.

Neutral
-This job will be hard if not impossible if the computer is down.
-It's going to take some time to get all the information you requested.

Brusque
-It's just too hard.
-Is there some reason why you can't be more specific?

Polite
-Is that going to create problems for you?
-Are there any difficulties?
-This will be a little more difficult.

Neutral
-This is hard.
-You will probably have problems with this.
-This will take a lot of time and effort.
-Is that too hard?

Brusque
-Hard, huh?
-Problems?
-This will take some sweat!

Polite
-There are some constraints on that plan which you should understand.
-Is this going to cause you a lot of trouble?
-It could be this will cause us some problems.

Neutral
-Will it be difficult?
-This will be a problem.

Brusque
-This is a real hassle.

2.12.2 Report, express, or inquire about ease

Polite
-I assume it will be a simple matter for you to distribute the information.
-I don't forsee any difficulty in fulfilling your request, sir.

Neutral
-It shouldn't present a problem, should it?
-The job was a fairly simple one.

Polite
-That should be very easy for you.
-Isn't this easy?

Neutral
-Consider it done.
-Is it easy for you?

Polite
-Is this something you can do easily?
-You should have no problem with this.

Neutral
-Is this easy to do?
-No problem.

ADVOCATE:

Brusque
-No problem.
-Easy.
-This won't give you trouble, will it?

INSTRUCTOR:

Brusque
-Simple.
-No problem.

ADVISOR:

Brusque
-That's easy, isn't it?
-Okay. No sweat.

2.13 Report, express, or inquire about opinion/belief

Polite
-Based on what I've learned, I believe that we should proceed as quickly as possible.
-If you don't mind, I'd really like to hear your feelings about the seriousness of his needs.

Neutral
-What would be your opinion on the troop withdrawal plans?
-I believe that we're getting the most up-to-date information they have.

Polite
-Based on what we've discussed, how do you feel about X?
-Please give us your opinion concerning X.
-It is my opinion that X.

Neutral
-I believe that X.
-As far as I'm concerned, X.
-Do you believe that X?

Brusque
-What do you think?

Polite
-What is your thinking on that matter?
-In my opinion, you should go ahead.

Neutral
-I think that it's all wrong.
-What's your opinion?

Brusque
-My firm opinion is that X.
-Give us your real opinion.

3.0 REPORT, EXPRESS, OR INQUIRE ABOUT EMOTIONAL ATTITUDES

3.1.1 Report, express, or inquire about pleasure/liking

Polite
-I'm pleased to say that the latest progress reports are fantastic!
-It's a pleasure to work with such cooperative people.

Neutral
-Would you like the looks of the report better if it were bound?
-I'm happy to say they're responding very quickly.
-My pleasure.
-I enjoy my work.

Polite
-That's a great idea!
-I like X very much.
-I really enjoy X.
-That's fascinating!
-Do you like to X?
-Are you enjoying your studies?
-I really like the way you X.

Brusque
-Great!
-Very nice!
-I like this a lot!

Polite
-You have really outdone yourself. This is lovely.
-I certainly hope you find this enjoyable.

Neutral
-I like this very much.
-Do you like this?

Brusque
-Okay?
-Great!

ADVOCATE:	INSTRUCTOR:	ADVISOR:

3.1.2 Report, express, or inquire about displeasure/dislike

ADVOCATE:	INSTRUCTOR:	ADVISOR:
Polite -Am I getting indications from you that you don't like the way he operates? -It really distresses me to have to spend so much time responding to vague requests. Neutral -I hate to spend so much time writing reports instead of talking with people. -Doesn't this delay make you angry? Brusque -She makes me furious! -What a senseless regulation!	Polite -I really don't care for X. -You don't really like it, do you? -If you continue to X, you will make me very angry. Neutral -I dislike X. -I'm not very pleased with your comment. -That was an immature thing to do. -Don't you like X? -Are you upset? -You're making me angry. Brusque -Angry? -What a ridiculous thing to say. -That makes me furious. -Don't like it, huh?	Polite -Forgive me, but I really don't care for X. -Excuse me, but you don't seem to be enjoying this. Neutral -I don't like long presentations. -Do you dislike the tone of the report? Brusque -I hate X! -You don't like X, do you?

3.2.1 Report, express, or inquire about satisfaction

ADVOCATE:	INSTRUCTOR:	ADVISOR:
Polite -Does this seem to be what you had in mind? -I'm extremely satisfied with the cooperation shown by your staff. Neutral -This is exactly the information I needed. -Does this meet all your requirements? Brusque -Is this satisfactory? -I'm satisfied. -It's okay.	Polite -Are you as pleased with this as I am? -I'm quite pleased with this; I hope you are, too. -I'm very pleased with this piece of work. -You have done a very nice job. -This certainly goes beyond our expectations. Neutral -Are you satisfied with X? -Is this okay? -This is fine work. -You have really done well. -This satisfies all the requirements. -This satisfies all the requirements and more. Brusque -Is that what you had in mind? -Pass.	Polite -This is just the information I needed, thank you. -I hope that these plans will meet your needs. Neutral -This is exactly what I had in mind. -Is this what you expected? Brusque -Fine. -Satisfied? -That will do.

ADVOCATE:

INSTRUCTOR:

-Excellent.
-Fine.

ADVISOR:

3.2.2 Report, express, or inquire about dissatisfaction

Polite
-Do I understand correctly that this is not really what you were looking for?
-I'm afraid that this report leaves something to be desired.

Neutral
-Isn't this what you wanted?
-She's very disappointed in the quality of information we've gotten so far.

Brusque
-That's really not what I expected at all!
-Aren't you satisfied?

Polite
-I know you worked hard on this, but it just misses the mark.
-This isn't exactly what I had in mind.
-Aren't you pleased with this?

Neutral
-This does not fulfill the requirements.
-Your work does not live up to our expectations.
-Unfortunately, this is not sufficient.
-This is not good enough.
-I'm disappointed with your performance.
-I really expected better from you.
-Are you satisfied?
-Doesn't the course live up to your expectations?
-This isn't what you wanted, is it?

Brusque
-Dissatisfied?
-Disappointed?
-Not good enough.
-Try it again.
-Sorry.
-Fail.

Polite
-I really appreciate your efforts and I'm sure this will come in handy, but it's not exactly what this situation calls for.
-If this isn't exactly what you want, please let me know.

Neutral
-I'm afraid that's not what I need.
-Isn't this okay?

Brusque
-Nope, that won't do.
-Are you saying this isn't sufficient?

3.3.1 Report, express, or inquire about fear

Neutral
-It really scares me to think that so much critical information is inaccessible.
-Susan is afraid to ask the kind of of questions necessary to get at the information.

Neutral
-Does it frighten you to X?
-Are you scared of X?
-You're afraid, aren't you?
-I'm afraid that X.
-Do you dread X?

Brusque
-Scared?

Polite
-I don't want to alarm you, but I'm afraid we're facing a serious threat.
-Do you think there's reason to be alarmed?

Neutral
-He's afraid of your reaction.
-Are you frightened by that?

ADVOCATE:

INSTRUCTOR:

ADVISOR:

Brusque
-I'm scared.
-Scared, huh?

3.3.2 Report, express, or inquire about worry

Polite
-Could it be that you're worried because of the unreasonable time lines for this job?

Neutral
-I'm a little concerned about getting the information to him on time.
-She doesn't know what to do about the enormous backlog of work.
-Does his reluctance to talk about it worry you?

Brusque
-I'm really worried.
-Aren't you concerned at all?
-Anxious about it?

Polite
-I'm very concerned about X.
-Are you anxious about X?

Neutral
-I can't stop thinking about X.
-I'm worried about X.
-Does that worry you?

Brusque
-Worried?

Polite
-I'm actually quite concerned about the new proposal.
-Is there cause for concern?

Neutral
-I really worry about the recent turn of events.
-You seem very anxious. Are you okay?

Brusque
-I don't know what to do.
-I'm worried.
-Are you worried?

3.4 Report, express, or inquire about hope

Polite
-I'm very hopeful that we'll be able to completely satisfy your information needs.
-We're feeling very optimistic about the possibility of completing the job on time.

Neutral
-Have you given up on ever finding those specs?
-I certainly hope we can finish fine tuning this request by this afternoon.

Brusque
-I hope so.
-Giving up on it?

Neutral
-I hope that you are prepared.
-I hope so.
-Do you expect to do well?

Brusque
-Hope so.

Polite
-Despite all the indications to the contrary, I believe there is still hope that the differences will be resolved amicably.
-I'm afraid there's no reason to hope that it will come in time.
-Do you hold any hope that X?

Neutral
-I certainly hope that he can find it for you.
-Don't you hope so?
-She seems to have lost all hope.

Brusque
-Let's hope.
-I give up.
-Are you giving in?

3.5 Report, express, or inquire about surprise

ADVOCATE:

Neutral
-I was amazed to learn that the information I needed was classified.
-Weren't you surprised to hear from him after so long?
-What a pleasant surprise.

Brusque
-Surprised?
-I sure didn't expect that!

INSTRUCTOR:

Polite
-Are you surprised?
-It's surprising that X.

Neutral
-What a surprise!
-I didn't expect X.

Brusque
-Surprised?
-Caught you off guard, didn't I?
-You're kidding!
-Oh, my God!

ADVISOR:

Polite
-What a lovely surprise!
-Forgive me. You startled me.
-Do you find that surprising?

Neutral
-Was he really surprised?
-That was quite a shock!
-Were you surprised?

Brusque
-Damn it.
-Surprised?

3.6 Report, express, or inquire about preference

Polite
-Which would you say is preferable: to make sure the report is very detailed or to get it to them quickly?
-If it's all the same to you, I'd really rather talk to him before I register your request.

Neutral
-Option C is the best choice.
-Do you prefer a statistical report or a narrative one?

Brusque
-I'll take that one.
-What's your preference?

Polite
-I would prefer that you do it this way.
-It would be more convenient for me to X.
-Would you prefer to X or to Y?

Neutral
-It's better to X than to Y.
-This book is more comprehensive and easier to understand than that one.
-Method A is more efficient than Method B.
-I would rather do X today.
-What would you rather do?
-You'd rather X, wouldn't you?

Brusque
-This is the best X around.
-X is the best.
-What's your preference?

Polite
-I would really like to know what you prefer.
-If it were left to me, I would prefer X.
-I usually prefer to X.
-I believe that X will be the most cost-effective.

Neutral
-I'd rather X.
-What would you prefer?
-In your situation, X will get the best results.

Brusque
-State your preference.
-I like X better than Y.
-This one is definitely better.

3.7 Report, express, or inquire about intention

Polite
-I'm seriously considering requesting a higher security clearance for several members of my staff.

Polite
-I'd like to run past you what I have in mind. I plan to X.
-I expect to do X when Y happens.

Polite
-If you don't mind, I would like to know what you intend to do.
-I'm planning to leave tomorrow.

ADVOCATE:	INSTRUCTOR:	ADVISOR:
-Can you make any projections about what you'll be doing next week? Neutral -I will be in my office this afternoon at 1400 hours if you want to call me then. -Are you planning to discuss this further with Colonel Adams? -I think I'll write a letter to the Commandant. Brusque -What's on your schedule? -I'll be there.	-May I ask what you intend to do? -Would you mind telling what you plan to do? -May I ask what you have in mind? Neutral -I plan to start a new chapter. -I intend to grade on the curve. -What I'm going to do is X. -You should know that I plan to X. -What're your plans? -What do you have in mind to do? -What will you do if X doesn't happen? Brusque -I will X. -I'm going to X. -Will you X? -Got any plans?	Neutral -I'm going to go now. -What are your plans? Brusque -Tell me your plans.

3.8 Report, express, or inquire about want

Polite -I would like very much to spend some time with you this afternoon. -Have you been able to determine what you'll be wanting in the future? Neutral -She said she doesn't want to read the report till it's finished. -He'd sure like to be included in the next planning session. Brusque -Do you want it or not? -No, I really wouldn't like a copy. I have too much on my desk already.	Polite -If you don't mind, I'd like to X. -If it wouldn't be inconvenient, I'd like to change the class hour. -Can you tell me what you want? Neutral -I'd like to X. -What do you want? Brusque -Want something? -I don't want to. -I want X.	Polite -Please tell me what you had in mind. -If you don't mind, I'd like to X. Neutral -What are your objectives? -I'd like to X. Brusque -Is this what you want? -I want to know.

3.9.1 Report, express, or inquire about approval

Polite -I'd like to let you all know that I'm extremely pleased with the way the meetings have gone so far.	Polite -Your behavior is beyond approach. -You have been very honest.	Polite -I approve wholeheartedly. -Do you find this acceptable?

ADVOCATE:

Neutral
-His work can be trusted.
-Although the procedure is complicated, it's very fair.
-Do you approve?

Brusque
-Is it okay?
-I'll okay it.

INSTRUCTOR:

-This certainly seems sensible to me.
-I wholeheartedly approve.
-Does this meet with her approval?

Neutral
-This is very fine.
-I approve.
-Does he approve?

Brusque
-It's okay.
-It's about time.
-Okay?

ADVISOR:

Neutral
-Do you approve of this?
-That's just fine with me.

Brusque
-That's okay.
-Is this all right with you?

3.9.2 Report, express, or inquire about disapproval

Polite
-Am I to understand that you think he is dishonest?
-In my opinion, it's a waste of time and money to pad reports.

Neutral
-Do you disapprove of these plans?
-That kind of politicking is counter-productive in the long run.

Brusque
-I disapprove.
-You think it's wrong, don't you?

Polite
-I think there may be a better way.
-X strikes me as a better approach.
-That doesn't seem fair to me.
-Do you find X unacceptable?

Neutral
-I must disapprove.
-This won't do.
-Doesn't that seem fair to you?

Brusque
-That's unethical.
-That's cheating.
-No!
-That's just plain wrong.
-So you disapprove, eh?

Polite
-I have the feeling you don't quite approve.
-You're not quite ready to accept this, are you?

Neutral
-Do you disapprove of this?
-I don't approve of this yet.

3.10.1 Report, express, or inquire about importance

Polite
-Is it very important to you to have the information by the end of the week?
-Please try to keep in mind that this is very important to him.

Polite
-I find X to be the most critical step in the procedure.
-You will find that this is very important.
-Is X important to you?
-Do you find X essential?

Polite
-I cannot stress enough how crucial this is.
-What do you believe to be the first priority?

ADVOCATE:

Neutral
-Which is your top priority request?
-It's essential that you write out a complete statement of your needs.

Brusque
-That's really important.
-Is it essential?

INSTRUCTOR:

Neutral
-This is the first priority.
-I cannot overemphasize the importance of X.
-Be sure to X.
-This is {critical / important}.
-Is that important?

ADVISOR:

Neutral
-This is absolutely essential.
-Is it important?

Brusque
-That's critical.
-Don't you know how important this is?
-This really matters to you, doesn't it?

3.10.2 Report, express, or inquire about unimportance/indifference

Polite
-In my opinion, it's inconsequential whether we X or Y.
-Am I to understand that this part of your request is the least important?

Neutral
-It makes no difference to me.
-Isn't this important?

Brusque
-It's at the bottom of my list.
-Low priority?

Polite
-Personally, I don't find X to be very important.
-It's not really essential that you X.
-It doesn't really matter.
-Does X not really matter to you?

Neutral
-It's all the same to me.
-Either way is fine.
-This just isn't very important.
-That has a very low priority.
-Other things are more critical.
-Isn't this important?
-Don't you care?

Brusque
-You just don't care, do you?
-I don't give a damn.
-It couldn't be much less important.
-Who cares?
-Whatever you want.

Polite
-While X is very interesting, I don't believe it is critical to the matter at hand.
-It's really immaterial to me.
-Would it be correct to say that you believe this is unimportant to our success?

Neutral
-Of these, which is least important to you?
-It doesn't matter to me one way or the other.
-That's really not so important.

Brusque
-I don't care.
-That doesn't matter at all.
-Don't you care?

3.11 Report, express, or inquire about anticipation

Neutral
-I'm really looking forward to getting some closure on this problem statement.
-Are you excited about working on this project?

Neutral
-Aren't you excited?
-I'm really looking forward to X.
-This should be really interesting.
-I can't wait to X.
-Are you looking forward to X?

Polite
-I am very much looking forward to working with you.
-Are you looking forward to this project?

Neutral
-That should be really interesting.
-Aren't you excited about your plans?

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ADVOCATE:

Brusque
-I'm really excited!
-Anxious to start?

INSTRUCTOR:

Brusque
-Excited?

ADVISOR:

Brusque
-I can't wait.
-Excited?

4.0 REPORT, EXPRESS, OR INQUIRE ABOUT GETTING THINGS DONE (SUASION)

4.1 Report, express, or inquire about suggestions

Polite
-We should probably consider asking Colonel Adams to come to the meeting.
-Are you suggesting that we delay the inquiry for a few days?

Neutral
-What about getting together at 1300 hours?
-I suggest we ask Sergeant Henry about that item.

Brusque
-Let's X.

Polite
-Why don't we X?
-Don't you think we should X?
-How would you feel about X?

Neutral
-Perhaps we could X.
-I suggest that we X.
-What would happen if we X?

Brusque
-Let's X.

Polite
-If I were you, I would X.
-If I may offer a suggestion, X.

Neutral
-I would suggest X.
-I propose that X.

Brusque
-Let's do it.
-You should do it this way.

4.2 Report, express, or inquire about requests

Polite
-I'd be very grateful if you would forward the request to your superior.
-Would you like to request anything else?

Neutral
-Would you please have another copy of your request made?
-Would you mind giving me the figures again?
-Are you planning to ask for a new secretary?

Brusque
-Please send it over.

Polite
-I would appreciate your suggestions.
-Could I have the X, please?
-Would you mind doing X?
-I would be very grateful if you would X.

Neutral
-Please X.
-What would you suggest?

Brusque
-I need the X.
-Tell me what to do.

Polite
-I would like to make the following request.
-We would appreciate your help in this matter.

Neutral
-Could you please get that information for me?
-Please send it to me as soon as possible.

Brusque
-I'm asking you to X.
-I'm making a request.

4.3 Report, express, or inquire about invitations

ADVOCATE:

Polite
-We would be very pleased if you would attend the meeting.
-Are you inviting everyone in the office to submit suggestions?

Neutral
-Did you ask Fred to join us?
-Please feel free to drop in.

Brusque
-Come when you can.

INSTRUCTOR:

Polite
-Would you care to demonstrate?
-Please feel free to stop after class.
-I would like to invite you to participate in X.

Neutral
-Would anyone like to answer that question?

ADVISOR:

Polite
-We would be honored by your presence at this conference.
-Won't you join me?
-Please come with us.

Neutral
-Feel free to call anytime.

Brusque
-Let's go get a drink.

4.4 Report, express, or inquire about advice

Polite
-I think you'd be wise to focus your attention on one part of the problem.
-In your position, I would probably keep going back till I got the information I needed.
-Are you suggesting that I X?

Neutral
-If it were me I'd start by consulting my own experts in the field.
-You ought to ask Mrs. Marble. She's the logistics expert.
-What do you advise?

Brusque
-You'd better not wait too long.
-Any advice?

Polite
-I would recommend that you X.
-If it were me, I would X.
-It would be to your advantage to X.

Neutral
-You should X.
-You ought to X.
-Why don't you X?
-I advise you to X.
-You would be wise to X.

Brusque
-Try X.
-You'll have to X.

Polite
-I would like to recommend that you X.
-Based on my experience, I would say it would be to your advantage to X.

Neutral
-If I were you, I wouldn't.
-I'd advise you to X.

Brusque
-My advice is X.

4.5 Report, express, or inquire about warnings

Polite
-I would advise you to avoid discussing this with your subordinates.

Polite
-If you don't study every day, you will fall behind very quickly.
-Be sure to consider the consequences before you act.
-This weapon is dangerous if abused.

Polite
-I think I would avoid this because X.
-I would advise caution.
-Let's consider some possible consequences.

ADVOCATE:

-Are you saying that he is sensitive about this topic?

Neutral
-Let me warn you about moving too quickly in this matter.
-Be careful with the way you handle catalog distribution.
-Did you say that is is potentially dangerous?

Brusque
-Watch what you say.
-Is that a warning?

INSTRUCTOR:

Neutral
-Be very careful when you X.
-This is a very delicate procedure.
-Let me warn you about X.

Brusque
-Avoid procrastinating.

ADVISOR:

Neutral
-You should be careful about that.
-That may be dangerous.

Brusque
-That's dangerous.
-You should show some caution.

4.6 Report, express, or inquire about directions/instructions/commands

Polite
-Please complete both sides of form 2386.
-Did I hear you tell me to carry on as usual?

Neutral
-Did you receive instructions to contact him?
-Be sure to notify everyone by noon.

Brusque
-What are the instructions?

Polite
-Do it this way, please.
-Be sure you do X before you do Y.
-Check to see that you've followed the instructions.

Neutral
-Open your books.
-First, remove the old bandage.
-You do it like this.
-Don't--repeat don't--hold on to the grenade.

Brusque
-Just do it!
-Hurry up!
-Now!
-Don't be so slow!
-Pay attention.
-Move it.
-Don't complain.
-Stop it.

Polite
-Please send that file down as soon as possible.
-Please close the door behind you.

Neutral
-Bring your folder.
-Please be there at 0900 hours.

4.7 Report, express, or inquire about corrections

ADVOCATE:

Polite
-I believe that your computer program still won't yield the information we're looking for.
-Are you saying we should start over?

Neutral
-Please check the catalog for the correct figures. These seem to be wrong.
-Then, this is incorrect?

Brusque
-That's just not right.
-Please correct your estimates.

INSTRUCTOR:

Polite
-I'm afraid that's not exactly right.
-Well, yes, you're partially right, but this part is mistaken.
-You came very close. If you just change X this way, you'll have it perfectly.
-Almost! Just add X and it will be fine.
-I'm sorry, but you'll have to start over again.

Neutral
-That's not it. Try this.
-You're mistaken. You'll find the information you need in X.
-Please make the following corrections:
-It should be done this way.
-Let me show you again.

Brusque
-That's all wrong. Start over.
-Not like that; like this!
-Change that.
-This way!

ADVISOR:

Polite
-There's another alternative.
-I think you may have overlooked something.
-Let me be sure I understand you.

Neutral
-In most respects, yes, but X.
-Let's look at it another way.
-Looks good except for X.

Brusque
-That's not quite right.
-This is the way it's normally done.
-I'm afraid you're mistaken.

AIDE: An Aide is concerned with facilitating communication in a transaction - social or business - between peers or near-peers. The facilitating is carried on at the request of one of the parties to the transaction. That person, the requestor, probably is a superior of the person in the Aide role.

A major aim of the transaction is effecting social solidarity between the parties. To that end the Aide is expected to protect the parties from embarrassment, especially the person who requested his/her Aide services and, in general, to effect smoothness in the transaction.

COMMANDER: A commander by definition outranks all other participants in a given transaction. S/he is totally responsible for the outcome of the entire enterprise. S/he is concerned with leading and inspiring people. S/he directs people to perform in specified ways. S/he evaluates that performance and at his/her discretion may direct others to modify their performance.

QUESTOR: A Questor gathers information in response to a request by his/her employer. His/her duties include gathering and providing all available, relevant information, in the best possible form. The information provided must be at the highest possible level of confidence (that is, it must be the "hardest," most trustworthy, etc., available). The Questor exercises judgment in two ways: 1) in determining the relevance of the information s/he is gathering, and 2) by commenting on the information gathered if the employer requests that s/he do so.

2.0 REPORT, EXPRESS, OR INQUIRE ABOUT INTELLECTUAL ATTITUDES

2.1.1 Report, express, or inquire about agreement

AIDE:

Report
-S/he usually agrees with the official position.
-It appears that s/he agrees with you.

Express
-I couldn't agree more.

Inquire about
-As I understand it then, you agree with X.
-Is that correct?
-You agree then?
-Do you agree with X?

Report expression
-S/he is in complete agreement
-S/he agrees wholeheartedly.
-S/he says {"okay" / "of course"}

COMMANDER:

Polite
-Do you agree?
-I strongly agree that we must X.
-I couldn't agree more.
-You're absolutely right.

Neutral
-Agreed?
-I agree.
-That's fine.

Brusque
-Sure
-Right.
-Of course.
-Okay?

QUESTOR:

Polite
-I would be inclined to agree that this information is useful.
-Do you concur that X?
-So you share the opinion that X?

Neutral
-Do you agree with X?
-I agree.

Brusque
-Of course.
-Agreed?
-Okay?

AIDE:

Report inquiries
-S/he would like to know if you share that opinion.
-S/he would like to know if you agree.
-S/he would like to know if that's all right.
-S/he wonders if you agree.

COMMANDER:

QUESTOR:

2.1.2 Report, express, or inquire about disagreement

Report
-S/he seems to disagree.

Express
-I must disagree, sir.

Inquire about
-May I take that to mean that you didn't concur in that opinion?
-I take it you disagree.
-Do you disagree with X?

Report Expression
-S/he states that s/he does not share your opinion.
-S/he says that s/he cannot agree.
-S/he disagrees with you on that point.
-S/he says that's a ridiculous idea.

Report inquiries
-S/he would like to know if you disagree and, if so, why?
-S/he asks if you disagree.

Polite
-Do I understand that you don't agree?
-I'm afraid I must disagree.

Neutral
-I disagree.
-Do you disagree?

Brusque
-No.
-Wrong.
-No?

Polite
-Unfortunately, I don't agree with X.
-Are you saying that you disagree with X?

Neutral
-Then, you disagree?
-I must disagree.

Brusque
-I'm afraid not.
-No?

2.2.1 Report, express, or inquire about an offer

Report
-S/he offered to X.

Express
-May I help you in some way?
-I would be happy to translate.
-Perhaps I can explain.
-Please take a copy of the report.

Polite
-Would it help if X did Y for you?
-What can I do to help?
-Are you volunteering to X?

Neutral
-You're saying you will X, right?
-How about if I X?

Polite
-Are you offering to confirm his budget figures?
-Are you saying you could check out the reliability of those sources for me?
-I would be happy to keep that in mind.

AIDE:

-Let me get you a pen.
-I am at your disposal.
-Shall I X?

Inquire about
-Are you offering to X?
-Are you saying you can X?
-Is that an offer?

Report expression
-S/he wants to do X for you.
-S/he is offering to X.
-S/he is offering to get you an X.
-S/he says to take one.

Report inquiries
-S/he didn't understand and would like to know if you are offering to X.
-S/he would like to be certain that s/he understood correctly that you are offering to X.

COMMANDER:

-Let me X for you.
-Please have an X.

Brusque
-Have one.
-I'll X, OK?

QUESTOR:

Neutral
-Is that an offer?
-Then, you will check it out for me?

2.2.2 Report, express, or inquire about declining an offer

Report
-S/he often declines such offers.

Express
-No, thank you.
-You are very considerate but no, thank you.
-Not now, thank you.

Inquire about
-Are you saying that you decline his/her offer?
-Then, you refuse?
-Are you saying "no"?
-No?

Report expression
-S/he says s/he really appreciates your offer but that it's not necessary.
-S/he says "no, but thank you anyway."

Polite
-No, thank you.
-Thanks just the same, but I already have one.
-Please don't bother.
-Are you advising that I don't?

Neutral
-No, thanks.
-Don't bother.
-That's fine.
-Are you saying no?
-Are you turning it down?

Brusque
-No.
-Forget it.
-No way.

Polite
-That is very thoughtful of you but I no longer need X.
-I'm very grateful but I don't really need X.
-Would you rather I didn't?

Neutral
-Thank you, but I already have X.
-Please don't go to the trouble.
-You don't want me to?

Brusque
-No?
-No, thanks.
-That's not necessary.

AIDE:

-S/he regrets to say that s/he must decline.
-S/he is trying to decline politely.

Report inquiries
-S/he asks if you decline the offer.
-S/he wonders if you'd rather s/he didn't.
-S/he wants to know if you said "no."

COMMANDER:

QUESTOR:

2.2.3 Report, express, or inquire about accepting an offer

Report
-S/he accepted their offer to X.

Express
-Thank you very much. That's very considerate of you.
-Thank you.
-Yes, please.
-Fine.

Inquire about
-Are you saying that you accept the offer?
-Then, you accept?
-All right?

Report expression
-S/he says s/he will accept with pleasure.
-S/he says that will be very helpful.
-S/he says "yes."
-S/he accepts.

Report inquiries
-S/he would like to know if you accept the offer.
-S/he wonders if you will accept.
-S/he asked if you said "yes."

Polite
-That will be helpful, thank you.
-I definitely accept.
-Are you accepting my offer?

Neutral
-Thank you.
-I accept.
-Very good.
-Then, you accept?

Brusque
-Please???
-Thanks.
-Okay?
-Outstanding!

Polite
-Thank you very much for your time.
-It's very thoughtful of you to make such a generous offer, thank you.
-This will be a big help, thank you.
-Are you saying you would like for me to?

Neutral
-Thank you.
-Then you want me to?

Brusque
-Thanks (a lot).
-Okay?
-Please.

2.3.1 Report, express, or inquire about remembering

AIDE:

Report
-That reminded him/her.
-S/he seems to remember X quite clearly.

Express
-I remember that very clearly.
-Oh, yes, I remember now.
-Of course.
-If I recall correctly, you said . . .

Inquire about
-Does X come to mind?
-Do you happen to recall X?
-Do you remember X.
-Does X remind you of Y?

Report expression
-S/he says that s/he recalls X in detail.
-S/he says that s/he is reminded of X.

Report inquiries
-S/he would like to know if you remember X.
-S/he wonders if you are reminded of X.

COMMANDER:

Polite
-I believe I remember.
-Oh, yes, I remember now.
-Do you recall X?

Neutral
-I remember.
-X comes to mind.
-Of course. How could I forget?
-You remember X, don't you?

Brusque
-Oh, yes.
-Sure.
-Remember X?

QUESTOR:

Polite
-Do you happen to recall X?
-Perhaps you remember X.
-Please try to recall X.
-I'm sorry, I forgot to X.
-I can't recall right now.

Neutral
-How clearly do you remember X?
-Do you recall exactly what was said?
-Do you know where to find X?
-You remember X, don't you?
-Does X remind you of Y?
-Think back to when X.
-I remember now.
-That reminds me of X.

Brusque
-Remember X?
-Of course!
-Oh, yeah!

2.3.2 Report, express, or inquire about forgetting

Report
-S/he seems to have forgotten completely.
-I don't think s/he remembers.

Express
-It's on the tip of my tongue.
-I just can't recall.
-I've forgotten X.
-I'm afraid I forgot my X.

Inquire about
-Have you forgotten about X?
-Did you forget X?
-Can't you remember X?
-Are you having trouble remembering?

Polite
-I can't remember right off hand.
-I don't recall.
-For the life of me, I can't recall your name.
-Have you forgotten about X?

Neutral
-I don't remember.
-I forgot to X.
-Did you forget to X?
-Don't you remember X?

Polite
-Could you have possibly forgotten X?
-Do you think you might have forgotten X?
-Perhaps if I remind you of the details, you will remember.
-I'm afraid I forgot to X.

Neutral
-Have you forgotten?
-Did you forget X?
-You can't remember, can you?
-Do you need a reminder?
-I forgot to X.

AIDE:

Report expression
-S/he says s/he has a very bad memory.
-S/he says that s/he forgot to X.
-S/he says that X slipped his/her mind.

Report inquiries
-S/he wonders if you have forgotten X.

COMMANDER:

Brusque
-Forgot again?
-What a bad memory!
-Can't you remember?
-I forgot.
-I don't know.
-I have no idea.

QUESTOR:

Brusque
-You don't remember at all, do you?
-Forgot, huh?
-Didn't even think of it, did you?
-Don't you know?
-I forgot.
-Can't remember.

2.4.1 Report, express, or inquire about possibility

Report
-S/he seems to feel that it's a possibility.
-I believe s/he thinks his return by Monday is highly probable.

Express
-I believe that's possible.
-Perhaps s/he can't recall.
-It could be that s/he's angry.
-It's possible that s/he doesn't understand.

Inquire about
-Would it be correct to say that you believe X is {possible / feasible / probable} ?
-Is it possible that X?
-Could it be that X?

Report expression
-S/he believes that X is most likely.
-S/he says it's possible that X.

Report inquiries
-S/he wonders if X would be possible.
-S/he wants to know if you think X is possible.
-S/he asked if that's possible.

Polite
-Is X possible?
-I believe that's most likely.

Neutral
-It can be done.
-That's highly probable.
-X is possible.
-Can it be done?

Brusque
-Maybe.
-Possibly.

Polite
-Would it be possible for you to X?
-Is it likely that X?
-What do you believe is the probability that X?
-It may be possible to X.

Neutral
-Is X likely?
-Is X feasible?
-X is possible.

Brusque
-Could be.
-Perhaps.
-Could that be?

2.4.2 Report, express, or inquire about impossibility

AIDE:

Report
-S/he seems to believe that's impossible.
-I think s/he doubts the feasibility of that.

Express
-I don't think that's possible.
-I'm afraid that's impossible.

Inquire about
-You're saying that that is impossible, right?
-Do you think X is unlikely?
-You don't think it's possible, do you?

Report expression
-S/he says it can't be done.
-S/he says it's impossible.
-S/he believes it's most unlikely.

Report inquiries
-S/he wonders if you think it's impossible.
-S/he would like to know if you think it's impossible, and if so, why.

COMMANDER:

Polite
-Is that going to be impossible?
-Is it the case that it won't be possible?
-It's not within the realm of possibility.

Neutral
-It just can't happen.
-He said it couldn't be done.

Brusque
-Can't happen?
-Impossible!

QUESTOR:

Polite
-I'm afraid it won't be possible.
-Are you saying that we won't be able to get that information because it's classified?

Neutral
-It's not probable that the shipment will arrive on time.
-It's impossible for me to get that top secret report.

Brusque
-Impossible.
-Can't happen.

2.5.1 Report, express, or inquire about capability

Report
-S/he can { do X / X } quite well.
-S/he has a great deal of experience in that field.

Express
-That is my area of expertise.
-I should be able to do that.
-I know how to X.

Report expression
-S/he says s/he can.
-S/he believes that s/he can handle it.
-S/he says that's his/her area of expertise.

Polite
-Will you be able to do it all right?

Neutral
-Can you get it done?
-He said the sergeant could do it himself.
-I can do it.

Brusque
-Can you or can't you?
-Can do.

Polite
-His expertise gives me confidence in the accuracy of this information.
-Would you be able to offer assistance in this sensitive area?
-I'm confident that your experience in this area will be invaluable to the project.

Neutral
-I should be able to get that for you if you can supply the information we need.
-He knows how to access that on the computer.
-Can you be more specific?

AIDE:

Report inquiries
-S/he wants to know what your capabilities are.
-S/he would like to ask if you are sure you can handle X.
-S/he asks if you know how to X.

COMMANDER:

QUESTOR:

Brusque
-Can you do it?
-Yes, I can.
-No problem.

2.5.2 Report, express, or inquire about incapability

Report
-S/he doesn't know how to X.
-I sense that s/he doesn't have that capability.

Express
-I'm sorry but that's not my area of expertise.
-I'm afraid I can't do that.

Inquire about
-Are you saying you don't know how to X.
-Are you saying we should seek that expertise somewhere else?
-Don't you believe they can do it?

Polite
-I won't be able to finish it.
-Are you saying you won't be able to take the hill?

Neutral
-I can't finish those reports now.
-Can you do it?
-He says they won't be able to go now.

Brusque
-Can't do it?
-Can't.

Polite
-Are you saying they won't be able to get it done?
-Unfortunately I won't be able to talk with him until tomorrow.

Neutral
-My security rating doesn't allow me access to those documents.
-He doesn't have the training necessary to translate that document.
-You won't be able to find out for me then.

Brusque
-Can't be done.
-Can't do it, can he?

2.6. Report, express, or inquire about need

Report
-I believe s/he needs an X.

Express
-In order to X, I need Y.
-It would be very helpful to have X.
-It is necessary that I have X so that I can do a good job.

Inquire about
-Is there anything you need?
-Are you saying that X is required?
-What do you have to have today?

Polite
-We have to have supplies by morning.
-Will you be needing reinforcements?

Neutral
-What do you need?
-I have to get some sleep soon.
-The general says he needs the report now.

Brusque
-I need it now.

Polite
-Do you feel a need for X?
-In order to get the information I'm looking for, it will be necessary to interview your superior officer.
-That won't be necessary.
-I'll need a little more time.

Brusque
-I need it now.
-Can't you get along without it?

AIDE:

Report expression
-S/he says s/he needs an X.
-S/he says s/he has to X.
-S/he believes an X is absolutely necessary.

Report inquiries
-S/he would like to know if you think X is essential.
-S/he asks if you need anything.

COMMANDER:

QUESTOR:

2.7.1 Report, express, or inquire about certainty

Report
-S/he seems to be very sure about that.

Express
-I'm sure that's what s/he meant.
-There's no doubt that s/he is pleased.
-I suppose so.

Inquire about
-Are you absolutely positive?
-Are you certain that information is correct?
-How sure are you about that?
-You're convinced of that, aren't you?

Report expression
-S/he is sure that X.
-S/he thinks that X.
-S/he supposes that X.
-S/he says that there's no doubt that X.

Report inquiries
-S/he would like to know how sure you are of X.
-S/he would like to know how much confidence you have in that information.

Polite
-Are you saying you're sure he'll make it on time?
-I'm pretty sure of that.
-How certain are you?

Neutral
-Are you sure?
-I'm positive.
-I'm dead certain.

Brusque
-Of course I'm sure.
-Certainly.

Polite
-Are you quite sure he has the information I'm looking for?
-I think I can say that these specs are accurate.

Neutral
-I'd stake my reputation on the accuracy of this report.
-I'm fairly sure the answer will be affirmative.

Brusque
-Maybe.
-For sure.
-No doubt about it.
-Just how sure are you?

2.7.2 Report, express, or inquire about uncertainty

AIDE:

Report
-S/he appears to be unsure about X.

Express
-I'm not sure I understood what s/he said.
-I can't say for sure.
-I have my doubts.

Inquire about
-Are you uncertain?
-You're not really sure, are you?

Report expression
-S/he is uncertain about X.
-S/he says that s/he can't be sure.
-S/he can't be positive.
-S/he says s/he has doubts.

Report inquiries
-S/he would like to know why you're so unsure.
-S/he asked if you're uncertain.

COMMANDER:

Polite
-I'm really not on top of that.
-I can't say I'm positive.

Neutral
-I have some doubts.
-I just don't know.

Brusque
-Don't you know for sure?
-Not sure?

QUESTOR:

Polite
-We can't be at all certain that X.
-I'm not at all convinced that it's the weapon that will meet their needs best.

Neutral
-I can't be positive about the actual delivery date.
-Aren't you sure about the date?

Brusque
-I don't really know.
-We don't know for sure.
-I wonder.
-I doubt it.
-You're not sure, are you?

2.8 Report, express, or inquire about obligation

Report
-I think s/he's responsible for X.
-S/he feels obligated to X.

Express
-That's my job.
-I'll take responsibility for that, sir.
-I guarantee that X will happen.

Inquire about
-Am I required to X?
-Are you saying that X is your responsibility?
-Do you agree to X?
-You have to X, don't you?
-Are you promising to X?

Polite
-You're in charge of that operation.
-Who's responsible for that session?

Neutral
-Who was tasked with ordering supplies?
-You have to be here at 0600 hours.
-You've got to notify the Colonel before you cancel the meeting.

Brusque
-That's your job, Sergeant.
-Isn't this your responsibility?

Polite
-The terms of the maintenance contract require that we service each machine once a year.
-Are you feeling that you should invite your American counterpart?

Neutral
-Do you agree to respond to this questionnaire?
-I'm responsible for notifying all concerned parties.
-I have to finish this report by Thursday.

Brusque
-I promise.
-That's not my job.
-You've got to do it.

AIDE:

Report expression
-S/he says s/he has to X.
-S/he says they are required to X.
-S/he promises to X.
-S/he says s/he has contracted to X.

Report inquiries
-S/he wants to know if s/he has to X.
-S/he is wondering if you are obligated to X.

COMMANDER:

QUESTOR:

2.9.1 Report, express, or inquire about a request for permission

Report
-I believe s/he wants your permission to X.

Express
-May I quote you?
-Is it all right with you if I rephrase that slightly?
-May I have your permission to repeat that?
-Do you mind if I reword that?

Inquire about
-Are you asking if you may X?
-Are you requesting permission?

Report expression
-S/he requests your permission to X.
-S/he is asking to X.
-S/he wonders if you would mind if s/he X.

Report inquiries
-S/he wants to know if you are requesting permission to X.

Polite
-Are you requesting permission to leave the base?

Neutral
-CPO Adams has requested shore leave again.

Brusque
-Do you need my okay?

Polite
-Do I have your permission to make the relevant inquiries?
-Do you mind if I use your phone?
-With your permission, I'll make those contacts.

Neutral
-Are you asking to leave?
-May I quote you?
-I'm going to talk to the airmen, if that's all right with you.
-Do you need your superior's permission to distribute that material?

Brusque
-Excuse me.
-May I?
-Okay?

2.9.2 Report, express, or inquire about granting permission

AIDE:

Report
-S/he seems to be willing to give you permission.
-I believe s/he will okay that request.
-S/he will let you, I'm sure.

Express
-Please go ahead.

Inquire about
-Are you saying that you give your permission?
-I may?
-Then, you don't mind?
-It's all right then?

Report expression
-S/he says that you may.
-S/he grants his/her permission.
-S/he syas s/he doesn't mind.

Report inquiries
-S/he wants to know if you gave Captain Adams permission to join the group.
-S/he asked if you mean it's okay to X.

COMMANDER:

Polite
-Yes, you have my permission.
-Of course, go ahead.

Neutral
-Do you have permission to be in this office?
-Permission granted.

Brusque
-Okay.
-All right.
-Granted.

QUESTOR:

Polite
-Am I to understand that I have your permission to initiate a computer search?

Neutral
-I think it would be okay if you went ahead with your plan.
-Then you'll allow the interview to take place?

Brusque
-Go ahead.
-I can?

2.9.3 Report, express, or inquire about denial of permission

Report
-S/he's going to say no.
-I imagine s/he won't give his/her permission.

Inquire about
-Are you denying permission to X?
-Would you rather I didn't?
-Are you saying no?
-In other words, you would mind if I did it.
-Are you forbidding X?

Polite
-I'm afraid that won't be possible.

Neutral
-Request denied.
-I will not permit it.

Brusque
-Forget it soldier!
-No.
-Denied.

Polite
-I'm afraid that the general has decided not to give us his permission.
-Then, you can't permit me to interview him?

Neutral
-Unfortunately, I can't allow you to distribute the report.
-Can't you give me your permission?

Brusque
-It's against the regulations.
-You won't let me?

AIDE:

Report expression
-S/he says that you may not.
-S/he refuses to give his/her permission.
-S/he says that's {impossible. / not permitted.}
-S/he forbids you to X.

Report inquiries
-S/he would like to know if you deny permission to X.
-S/he asks if you forbid X.

COMMANDER:

QUESTOR:

2.10.1 Report, express, or inquire about denial

Express
-S/he never said that.
-No, that's not what s/he meant.
-No, I did not.

Inquire about
-Do you deny that X?
-Are you saying that X never happened?
-Are you saying that our information is untrue?

Report expression
-S/he denies that X.
-S/he says that's not true.

Report inquiries
-S/he asks if you're denying X.
-S/he wants to know if you're saying that's a lie.

Polite
-Are you saying the report is not true?
-I feel compelled to refute that statement.

Neutral
-Do you deny it?
-I categorically deny it.
-It never happened.

Brusque
-That's a lie.
-Untrue.

Polite
-Am I to understand that you deny his allegation?
-I believe you're misinformed in this area.

Neutral
-I categorically deny it.
-I didn't do it.
-No one on my staff would leak information.
-Are you saying it's not true?

Brusque
-That's not true.
-Then you deny it?

2.10.2 Report, express, or inquire about affirmation/confirmation

Express
-That's exactly right.
-Yes, s/he said that.
-I can confirm that.
-That's correct.

Polite
-I confirm that your account of the incident is basically correct.

Neutral
-That's true.
-Yes, that's what he reports.
-Can you confirm that?

Polite
-Can you confirm the report that you're interested in ten more supply depots?
-I'm happy to say that we've been able to confirm the earlier reports of success.

AIDE:

Inquire about
-Then, that's correct?
-Can you confirm this information?
-Are you saying that that is true?

Report expression
-S/he confirms that.
-S/he says that's absolutely true.

Report inquiries
-S/he would like to know if you can confirm that.
-S/he asked if that's true.
-S/he asks if you did in fact X?

COMMANDER:

Brusque
-Right.
-Yes.
-Is that right?
-Of course.

QUESTOR:

Neutral
-Yes, the shipment will arrive Monday.
-That's absolutely correct.
-Are you saying that's true?

Brusque
-True.
-Always.
-For sure.
-Of course.
-Right?

2.11 Report, express, or inquire about awareness

Report
-I don't believe s/he knows about X.
-S/he may not have heard about X.

Express
-I heard about it.
-I wasn't informed on that subject.
-S/he didn't {tell me about / mention} X.
-I know all about X.

Inquire about
-Were you {aware / informed} that X?
-Do you know about X?
-Does s/he know about X?
-How well informed is s/he?

Report expression
-S/he says s/he was never informed.
-S/he says s/he heard just yesterday.

Report inquiries
-S/he wants to know if you heard about X?
-S/he wonders if you were informed about X?

Polite
-Were you informed of the change in procedures?
-I heard that there may be some problems over at the warehousing center.

Neutral
-I didn't know about that.
-Are you aware of the problem?

Brusque
-I know.
-You didn't know?

Polite
-I've been informed that you'd like to meet with him privately.
-Had anyone told you about the changes in our time schedule?

Neutral
-I heard that the sale went through.
-I wasn't aware of that.
-Did you know that X?

Brusque
-Didn't you know?
-Don't know.

2.12.1 Report, express, or inquire about difficulty

AIDE:

Report
-S/he seems to be having a problem with X.

Express
-It is very difficult to X.

Inquire about
-Are you having any problems with X?
-Is it a problematic situation?
-What difficulties do you expect?
-Are you saying that the X is missing?
-Do you usually have trouble with the X?

Report expression
-S/he says that will take a long time.
-S/he believes it will be very difficult to X.

Report inquiries
-S/he wonders if there will be a problem with the X.
-S/he asked if it's too difficult.

COMMANDER:

Polite
-This may be more complicated than it appears.
-This will be a challenging task.

Neutral
-Will that be too difficult?
-You've given him a hard row to hoe.
-This may be tricky.

Brusque
-Too hard?
-This is tough.

QUESTOR:

Polite
-Would you say that we may run into some resistance when we try to get information?
-I'm sorry to say that obtaining the information I need will require a very complicated procedure.

Neutral
-Your request creates some difficulties.
-We'll have to cut through a lot of red tape.
-There's too little time.
-Will you have any trouble contacting him?

Brusque
-Too hard?
-That's a problem.
-She's a real stumbling block.

2.12.2 Report, express, or inquire about ease

Report
-S/he should not find X difficult.

Express
-Consider it done.
-That will present no problem at at all.

Inquire about
-Isn't X easy?
-You don't anticipate problems, do you?
-Will that be easy for her/him?

Report Expression
-S/he says that's no problem.
-S/he says that X is easy.

Report inquiries
-S/he asked if it will be easy to X.

Polite
-I don't foresee any difficulties.
-Are you saying that's a simple task?

Neutral
-This should be easy.
-We can capture the hill easily.

Brusque
-No problem.
-It's a cinch.

Polite
-I foresee no difficulty in fulfilling your request, since you've been so helpful in the past.

Neutral
-It's a simple matter to fill out form 3248.
-It should be easy to get what you need.
-Isn't it usually pretty easy to pull that information?

Brusque
-That's easy.
-No problem.
-Will do.
-No sooner said than done.

3.0 REPORT, EXPRESS, OR INQUIRE ABOUT EMOTIONAL ATTITUDES

3.1.1 Report, express, or inquire about pleasure/liking

AIDE:

Report
-S/he seems to {like / enjoy} X.

Express
-How nice!
-I always enjoy X.

Inquire about
-Do you {like / enjoy} X?
-You like X, don't you
-Are you saying you love to

Report expression
-S/he says the soup is delicious.
-S/he says s/he likes the X.

Report inquiries
-S/he wonders if you like X.
-S/he wants to know if you would like to X.

COMMANDER:

Polite
-It gives me great pleasure to recommend you for promotion.

Neutral
-I really enjoy a good challenge.
-Do you like your work here?

Brusque
-It's great!
-I like it.

QUESTOR:

Polite
-Would you say that you enjoy this part of your job?

Neutral
-I'm very enthusiastic about your proposal.
-It's been very pleasant working with you.
-That meeting was interesting and enjoyable.
-Are you happy with your work?

Brusque
-I like it.
-Fantastic.
-Love it.

3.1.2 Report, express, or inquire about displeasure/dislike

Report
-S/he doesn't seem to be enjoying this.
-I don't think s/he likes X.
-S/he seems to be angry about X.

Inquire about
-Don't you like X?
-Do you dislike X?
-Does X make you angry?
-Are you saying you don't like X?

Report expression
-S/he says s/he hates X.
-S/he says that X makes her/him furious.
-S/he says the food is horrible.

Neutral
-I don't like this order of battle.
-I really don't enjoy these meetings.
-Why do you dislike your assignment?
-Your questions are making me angry.

Brusque
-I hate it!
-I'm furious.

Neutral
-Are you unhappy in your job?
-Is your work tedious, tiring, or boring?
-Does that make you angry?
-I find this interviewing very repetitive.
-I hate to waste time.

Brusque
-What a bummer!
-That makes me furious!
-You hate it here, don't you?

AIDE:

-S/he says s/he really doesn't enjoy X very much.

Report inquiries
-S/he wonders if you are angry about X.
-S/he asked if you're displeased with X.
-S/he wonders if you find the conferences dull.

COMMANDER:

QUESTOR:

3.2.1 Report, express, or inquire about satisfaction

Report
-S/he seems satisfied.

Inquire about
-Is that what you had in mind?
-Are you satisfied with X?
-Is this satisfactory?

Report expression
-S/he says that's {perfect / excellent / well done / just what s/he was looking for}.
-S/he says s/he's satisfied with X.

Report inquiries
-S/he wonders if you find X satisfactory.
-S/he would like to know if you're happy with the results.
-S/he asks if that's what you expected.

Polite
-I am very pleased with your performance.
-Would you say you're satisfied with progress so far?

Neutral
-The plans are working out well.
-Well done.
-That's just what I had in mind.

Brusque
-Excellent!
-That's fine.
-Good.

Polite
-Your cooperation has been a tremendous asset to this project.
-Would you be inclined to say you're satisfied with the result?

Neutral
-The information you sent over yesterday was just what I needed.
-Is this what you had in mind?

Brusque
-Is that okay?
-Excellent.

3.2.2 Report, express, or inquire about dissatisfaction

Report
-S/he seems dissatisfied with X.

Inquire about
-Aren't you satisfied?
-Isn't X what you meant?
-Is X unsatisfactory?
-Are you disappointed?
-Are you saying you're dissatisfied?

Polite
-I have to say I'm disappointed with the way things are going.
-This isn't exactly what I wanted.

Neutral
-This is unsatisfactory.
-This isn't at all what I had hoped for.
-This is taking far too long to finish.

Polite
-I appreciate your efforts, but this isn't quite what I was looking for.
-Am I correct in inferring that this isn't what you expected?

Neutral
-This isn't what you had in mind, is it?
-Are you disappointed?

AIDE:

Report expression
-S/he says s/he's very disappointed in X.
-S/he says this isn't what s/he was looking for.
-S/he feels this won't do.

Report inquiries
-S/he wants to know if there's anything wrong.
-S/he was wondering if you're dissatisfied with X.

COMMANDER:

Brusque
-This is bad.
-Shape up!

QUESTOR:

-This report is too long to be useful.
-I don't think that's what they want.

Brusque
-That won't work.
-Back to the drawing board.
-Disappointed?

3.3.1 Report, express, or inquire about fear

Report
-Apparently s/he's afraid that X.
-S/he's scared of X.

Express
-I'm afraid I've insulted him/her.

Inquire about
-Do you think there's any reason to fear X?
-Does X scare you?
-Are you saying you're afraid that X?

Report expression
-S/he says s/he's afraid that X.
-S/he says s/he dreads X.

Report inquiries
-S/he asked if you're afraid that X?

Polite
-Did he say that he was frightened?

Neutral
-Are you frightened?
-I'm afraid things aren't going well.

Brusque
-Scared, son?

Polite
-Would you be inclined to say that fear was the motive that prompted his resignation?
-Despite the fact the headlines look threatening, I believe there's no call for concern.

Neutral
-I'm afraid we'll never finish this job.
-Does the increase in the number of enemy troops on the border frighten you?
-There's no cause for alarm.

Brusque
-Don't be afraid.
-Frightened?
-Does that scare you?
-This really scares me.

3.3.2 Report, express, or inquire about worry

Report
-S/he seems to be {concerned about / worried about / preoccupied with} X.

Express
-I'm concerned about his/her reaction to your statement.

Polite
-Did I hear you express some concern about this project?
-I'm somewhat troubled by the recent turn of events in Asia.
-You seem preoccupied. What's on your mind?

Polite
-I'm a little bit concerned about the accuracy of this information.
-Excuse me, but you seem preoccupied. Is anything wrong?

AIDE:

Inquire about
-Does X concern you?
-Do you think there's cause for concern?
-Are you worried about X?

Report expression
-S/he says s/he's worried about X.
-S/he says s/he's very concerned that X.

Report inquiries
-S/he asked if that worries you?
-S/he is wondering if you think there's cause for concern.

COMMANDER:

Neutral
-Are you worried about something?
-This delay worries me.

Brusque
-Worried?

QUESTOR:

Neutral
-I'm worried about the long term durability of this new model.
-Are you concerned?
-The spottiness of the information troubles me.

Brusque
-Aren't you worried?
-I'm really concerned.

3.4 Report, express, or inquire about hope

Report
-S/he seems to hope that X.
-S/he seems to have given up.

Express
-I hope I'm interpreting this correctly.

Inquire about
-Do you think there's any hope that X?
-Are you saying there's no hope?
-Then, you hope that X?

Report expression
-S/he hopes that X.
-S/he is hopeful that X.
-S/he has given up hope that X.

Report inquiries
-S/he asked if you have any hope that X.

Polite
-I certainly hope you'll be able to attend.
-Do you have reason to hope for success?

Neutral
-I hope it will work out.
-Are you giving up hope?

Brusque
-Hope so.
-Giving up, huh?
-Any hope?

Polite
-Are you hopeful that this affair will blow over?
-I certainly hope that all goes well.

Neutral
-When do you hope to be able to put in the order?
-Is there any hope that you'll receive further appropriations?
-I've given up on getting that file.

Brusque
-Hope so.
-I give up!

3.5 Report, express, or inquire about surprise

Report
-That really surprised him/her.

Inquire about
-Does that surprise you?
-You didn't expect that, did you?

Polite
-That was quite a surprise.
-You seemed startled by the announcement.
-It's surprising to receive such a hearty welcome.

Polite
-Do you find it surprising that a new ambassador hasn't been appointed yet?
-I find his unwillingness to respond amazing.

AIDE:

Report expression
-S/he says this was quite a surprise.
-S/he says s/he's shocked.

Report inquiries
-S/he wonders if you were surprised by X.
-S/he asks if X startled you.

COMMANDER:

Neutral
-Your attitude amazes me.
-What a nice surprise!
-I'm shocked to find out about the defeat.

Brusque
-I'm shocked.
-Caught off guard?
-Damn it!

QUESTOR:

Neutral
-Will he be surprised?
-I was shocked to hear the news.
-What a shocking statement!
-Does that surprise you?

Brusque
-Surprised?
-You're kidding!
-I'm shocked.

3.6 Report, express, or inquire about preference

Report
-I believe s/he would prefer to X.

Express
-If you don't mind, I would prefer to X.

Inquire about
-Would you rather X?
-Which do you prefer?
-Is X better than Y?

Report expression
-S/he prefers to X.
-S/he would rather X.
-S/he says X is better than Y.

Report inquiries
-S/he would like to know which you prefer.

Polite
-I would rather meet you tomorrow than this afternoon.
-Would you prefer X to Y?

Neutral
-I like maneuvers better than reviewing troops.
-This is definitely the better of the two.
-Which would you like?

Brusque
-Which one do you want?
-This one.
-X is better.

Polite
-Which format do you prefer?
-If it's no trouble, I'd really rather call tomorrow.

Neutral
-The new model will fit our needs better than the old one.
-Which do you like better?
-Which do you think is more efficient?

Brusque
-Which do you want?
-This one or that one?
-Give me the one in the catalog.

3.7 Report, express, or inquire about intention

Report
-I believe s/he {intends to / is planning to} X.

Express
-I will not translate word for word.
-I'm going to try very hard to communicate his/her full meaning.

Polite
-We intend to leave for Washington tomorrow.
-I was planning to call you.
-Are you considering contacting the President about this?

Polite
-Were you intending to make your order now?
-I'm considering visiting the base next week if you'd like to come along.

Neutral
-I am going to spend some time at the military library tomorrow.

AIDE:

Inquire about
-Are you planning to X?
-What are your intentions in this matter?
-Will you X?
-Do you think you will?

Report expression
-S/he plans to X.
-S/he says s/he intends to X.
-S/he said s/he will X.

Report inquiries
-S/he would like to know if you plan to X?
-S/he asked if you are going to X?

COMMANDER:

Neutral
-I'm going to spend some time with him later today.
-You'll be there, won't you?
-What are your plans?

Brusque
-I'm leaving now.
-What are you going to do?
-Is that what you meant to do?

QUESTOR:

-Were you going to ask any more questions?

Brusque
-I'll be there.
-What are your plans?
-I'm going now.

3.8 Report, express, or inquire about want

Report
-I believe s/he wants to X.

Express
-I don't want to confuse the issue.
-I would like to X.

Inquire about
-Are you saying you would like to X?
-Do you want X?
-You don't want to, do you?

Report expression
-S/he wants to X.
-S/he says s/he would like to X.
-S/he doesn't want X.

Report inquiries
-S/he asked if you would like to X.
-S/he wondered if you want to X.

Polite
-I would like you to see what you can find out about that.
-Would you like a new file cabinet for your office?

Neutral
-I want to visit the Spanish general sometime while I'm here.
-Does X want a Y?

Brusque
-I want action.
-What do you want?

Polite
-Is there anyone you would like to get in touch with?
-If you don't mind, I would really like to spend some more time with you.

Neutral
-The general doesn't want to talk to any more reporters.
-I want six copies.
-I want to get back to headquarters before Johnson goes home.

Brusque
-I don't want to see you now.
-Not interested.
-I want it.

3.9.1 Report, express, or inquire about approval

Report
-I think s/he approves.

Polite
-I wholeheartedly approve of the general's new proposal.
-Can you give your approval to this project?

Polite
-Does it appear to you that this is an ethical procedure?

AIDE:

Inquire about
-Do you think that X is {fair / just} ?
-Do you approve?
-Are you saying X is good?
-What do you think of X?

Report expression
-S/he approves.
-S/he said that X is excellent.

Report inquiries
-S/he would like to know if you approve of X?

COMMANDER:

Neutral
-I think that's the right thing to do.
-Do you approve?
-Do you think that's fair?

Brusque
-Good.
-It's fine.
-Okay?

QUESTOR:

-It's my impression that the quality of construction has improved.

Neutral
-His policies seem to be equitably enforced.
-Do you approve?

Brusque
-Is it all right?
-It's okay.

3.9.2 Report, express, or inquire about disapproval

Report
-S/he seems to feel that X is irresponsible.
-I believe s/he disapproves of X.

Inquire about
-Are you saying X is wrong?
-Do you disapprove?
-Isn't X all right?

Report expression
-S/he cannot approve.
-S/he says that X is unethical.
-S/he says s/he is sorry but s/he must disapprove.

Report inquiries
-S/he wonders if you disapprove and, if so, why.
-S/he would like to know if you find X unacceptable.

Polite
-I really don't think that's as it should be.
-Are you saying you don't approve of his conduct?

Neutral
-You shouldn't waste time like that, Fred.
-Isn't the schedule all right?

Brusque
-That's not fair.
-Not good enough?
-You're very irresponsible.

Polite
-Are you saying you can't approve of his conduct?
-Wouldn't it be your opinion that he acted unethically?
-I find his actions reprehensible.

Neutral
-It's not honest to knowingly underbudget a construction project.
-Do you disapprove?

Brusque
-I think it's wrong.
-Unfair?

3.10.1 Report, express, or inquire about importance

AIDE:

Report
-This seems to be very important to him/her.
-S/he seems to feel that X is of the first priority.

Express
-It is very important that I understand exactly what you want to say.

Inquire about
-Is X essential?
-How critical is X?
-What do you believe is most important?

Report expression
-S/he feels that X is critical.
-S/he believes that X is crucial.
-S/he says that X is the most important.

Report inquiries
-S/he would like to know which you think is the most important.
-S/he asked if X is essential.

COMMANDER:

Polite
-From where I stand, it looks pretty important to make our move soon.
-Are you saying that the information is critical for your decision?

Neutral
-X is very important.
-We can't function without his input.
-Just how critical is it?

Brusque
-This is it!
-It's critical.
-Important?

QUESTOR:

Polite
-In your opinion will this meeting be critical to the success of the project?
-I know it's time-consuming, but your thoughtful responses to this survey are most important.

Neutral
-Being right matters a lot to Fred.
-How important is it to have a summary by Tuesday?
-In order to get the information quickly, it's critical that I thoroughly understand your question.

Brusque
-Does it matter?
-It's critical!

3.10.2 Report, express, or inquire about unimportance/indifference

Report
-I don't think that is very important to him/her.

Express
-It makes no difference to me.

Inquire about
-Isn't X important?
-This really doesn't matter, does it?

Report expression
-S/he says s/he doesn't care one way or the other.
-S/he feels it's really not very important.

Polite
-It's really all the same to me.
-I don't believe X is that important right now.
-That's not top priority.

Neutral
-I don't care.
-X is beside the point.
-It's just not very important.

Brusque
-So what?
-That's irrelevant.

Polite
-Should I take your silence to mean that the decision isn't important to you?
-Would you be inclined to say this is a low priority item for your staff?

Neutral
-The cost is immaterial to me.
-Doesn't safety matter to him?
-It's all the same to me.

Brusque
-I don't care.
-What's the difference?
-Who cares?

AIDE:

Report inquiries
-S/he asked if you care at all.
-S/he wondered if X is really important.

COMMANDER:

QUESTOR:

3.11 Report, express, or inquire about anticipation

Report
-S/he seems to be looking forward to X.

Express
-I'm really excited about X.

Inquire about
-Are you excited about X?
-X will be interesting, won't it?

Report expression
-S/he says s/he can't wait for X.
-S/he believes that will be a lot of fun.
-S/he is really excited about X.

Report inquiries
-S/he asks if you are looking forward to X.

Polite
-I'm really looking forward to having the opportunity to work with you.
-This project should be especially interesting to me.
-Are you excited about your promotion?

Neutral
-That sounds very interesting.
-I can't wait to begin.
-Are you looking forward to going on maneuvers?

Brusque
-Excited?
-That'll be great!
-Let's go!

Polite
-I am very much looking forward to meeting with you.
-All the staff members report that they are really excited about your upcoming visit.

Neutral
-Are you waiting to start work until you get the information?
-Once we get the order out, we can anticipate receiving the shipment promptly.

Brusque
-I can't wait!
-Excited?

4.0 REPORT, EXPRESS, OR INQUIRE ABOUT GETTING THINGS DONE (SUASION)

4.1 Report, express, or inquire about suggestions

Report
-I believe that s/he is suggesting that we make a detour here.

Express
-Why don't we move to a quieter room?
-May I suggest that we X?

Inquire about
-Are you suggesting that {we / you} X?

Polite
-I propose that we consider another alternative.
-Are you suggesting that we adjourn?

Neutral
-Let's schedule HALO training for Wednesday.
-I suggest we call up additional troops.

Brusque
-Let's do it now.
-I say we start immediately.

Polite
-We probably should ask them for the latest figures.
-Let me propose that we try to get more complete information first.

Neutral
-I suggest that we double check the credibility of that source.
-Why don't we consult another source?

AIDE:

Report expression
-S/he suggested that {you / we} X.
-S/he is proposing that {we / you} X.
-S/he wondered if {we / you} could X.

Report inquiries
-S/he wonders if you are suggesting that {we / you} X.

Report
-S/he {requested / asked for} X.

Express
-Would you mind handing me a copy?

Inquire about
-Are you {requesting / asking} that {I / s/he} X?

Report expression
-S/he requests that {we / you} X.
-S/he said that s/he would like (for) {you / us} to X.

Report inquiries
-S/he asked if you are requesting {her / him} to X.

COMMANDER:

4.2 Report, express, or inquire about requests*

Polite
-Would you call me as soon as you know?
-Would you mind getting me one?

Neutral
-Please wait for further instructions.
-Please tell me what you think of this.
-Can you tell me where he's hiding?

Brusque
-I need it now.
-Any ideas?

*requests by a person in the COMMANDER role will probably be perceived as commands.

QUESTOR:

Brusque
-Let's make sure of it first.
-What about checking last year's inventory records?

Polite
-Would you be so kind as to answer a few questions?
-Would it be possible for you to give me a copy?
-I would appreciate any suggestions you may have.

Neutral
-Would you see if you can find the pamphlet?
-Isn't she asking for the exact numbers by the end of the week?

Brusque
-Tell me, can I have one?
-Can this be released?

4.3 Report, express, or inquire about invitations

AIDE:

Report
-S/he invited X to join us.

Express
-Please feel free to X.
-Won't you please X?
-I would like to invite you to X.

Inquire about
-Are you inviting {him/her / me / us} to X?
-Is that an invitation?

Report expression
-S/he says s/he would like to invite you to X.

Report inquiries
-S/he asks if you are extending an invitation to X.

COMMANDER:

Polite
-We'd be very happy to have you join the tour of the base.
-Are you inviting us to attend the meeting?

Neutral
-Please come with us.
-Feel free to call me.

Brusque
-Join us.
-C'mon along.

QUESTOR:

Polite
-I'd like to encourage you to ask any questions that might occur to you.
-I'd be honored if you would attend the briefing.

Neutral
-Please come to me with any questions about our policies on these matters.
-Are you often invited to the meetings?

Brusque
-Is that an invitation?
-Please stop by any time.

4.4 Report, express, or inquire about advice

Report
-He advised him/her to X.

Express
-I would suggest that you X.
-It would be to your advantage to X.
-Why don't you X?

Inquire about
-What do you advise?
-Are you suggesting that s/he X?

Report expression
-S/he says you should X.
-S/he advises caution.
-S/he says you would be wise to X.

Report inquiries
-S/he asks if you advise against X.
-S/he is curious to know what you would advise.

Polite
-If I were in your place, I'd think it over first.
-Are you saying we'd better get out while we can?

Neutral
-I'd advise you to take the job.
-I recommend you re-up.
-Why don't you wait till tomorrow?

Brusque
-You ought to quit smoking.
-Try working out with weights.

Polite
-I would say it would be to your advantage to do as he suggests.
-I would recommend that you trust her judgment.

Neutral
-Why don't you think it over another day?
-You'd be wise to postpone your decision till you've considered all the options.

Brusque
-You'd better check her security clearance.
-Try the military library.

4.5 Report, express, or inquire about warnings

AIDE:

Report
-They warned him/her that X.

Express
-Be careful, this is a sensitive subject.

Inquire about
-Are you saying we should be more careful?

Report expression
-S/he says that if you X, Y may happen.
-S/he says to be very cautious.

Report inquiries
-S/he asks if you are warning him/her to X.

COMMANDER:

Polite
-If I were you, I'd consider the consequences carefully.
-If you don't take care of your equipment, you'll be in for an unpleasant surprise.

Neutral
-Think before you speak.
-Target practice can be dangerous.
-Avoid talking about these sensitive issues when he's around.

Brusque
-Watch your tongue.
-Be careful.

QUESTOR:

Polite
-I would advise you to consider the consequences of allowing that information to circulate too widely.

Neutral
-If you don't get your request in by tomorrow you won't get the information in time.
-Trusting this information too completely may be dangerous.

Brusque
-Be careful when you talk to him.
-Avoid compromising our position.

4.6 Report, express, or inquire about directions/instructions/commands

Report
-S/he told them to X first, then Y.

Inquire about
-Are you saying that we should do it like this?

Report expression
-S/he says to do it this way.

Report inquiries
-S/he wants to know if you said to do the review this way.

Polite
-Please get me the file immediately.
-I'd like you to look into this matter at once.

Neutral
-Report to Sergeant Miller tomorrow at 0800 hours.
-I want you to order replacement parts when you order the new equipment.
-Don't forget to see me before you leave.

Brusque
-That's an order.

Polite
-Please respond as soon as possible.

Neutral
-Fill out the attached form and return it within three working days.
-Did I hear you tell him to get the material from the file?

Brusque
-Stop.
-Give me an answer.

4.7 Report, express, or inquire about corrections

Report
-S/he corrected the draft.

Express
-I'm afraid that's not quite right.

Inquire about
-Are you saying it shouldn't be this way?

Report expression
-S/he says that's incorrect.

Report inquiries
-S/he asks if you have any corrections.

Polite
-I think that's not quite right.
-Please delete that paragraph and write a clearer explanation.

Neutral
-That's not right, try again.
-Not that way, this way.

Brusque
-Wrong.
-You really blew it this time, Adams.

Polite
-Will you be making corrections?
-Please delete the figures in column A; they are not accurate.

Neutral
-His/her analysis is in error.
-I don't think it should be done this way.